

# HARRIET H. SAMUELSSON FOUNDATION

## GRANT GUIDELINES

### INTRODUCTION

The Foundation is pleased to accept unsolicited applications for support. Most grants are for partial funding of specific projects for a limited time.

### MISSION STATEMENT

The mission of the Harriet H. Samuelsson Foundation is to:

- support organizations providing services for the betterment of the health, education, guidance, or welfare of children or adolescents (“defined as children younger than 18, and referred to collectively as “youth”) residing in Ventura County, California;
- support organizations engaged in cancer research; and
- support St. John’s Regional Medical Center, located in Oxnard, California, to be used exclusively for the purchase, maintenance, and support of fetal monitors.

### FOCUS OF FOUNDATION GRANTS

The Foundation will use its resources to support programs that:

- Further the mission of the Foundation
- Leverage future impact on the organization and community, and
- Are creative, innovative, and efficient.

### USE OF FUNDS

Grants may be used for:

- Operating expenses
- Capital expenses
- Programs and projects
- Generally, funds may not be used for endowment.

## GRANT CRITERIA

### **A. GRANT AMOUNT FOR FISCAL YEAR OCTOBER 1 THROUGH SEPTEMBER 30**

1. Minimum grant:
  - a. Generally, 80% of all the grants in the Foundation's fiscal year shall be no less than \$50,000 each, however either the percentage of the grants or the minimum dollar amount may be adjusted by the Trustees, as they determine reasonable and appropriate.
  - b. The remaining 20% of grants shall be no less than \$10,000 each, however either the percentage of the grants or the minimum dollar amount may be adjusted by the Trustees, as they determine reasonable and appropriate. By a two-thirds vote of the Trustees, some selected grants may be made that are less than \$10,000, provided there are compelling reasons to do so, consistent with the Founder's intent.
2. Maximum grant amount. The maximum grant to any one grantee shall not exceed \$150,000.
3. As a general rule, the Foundation will not fund more than 30% of the anticipated cost or budget of any project, program or capital acquisition.

### **B. FREQUENCY OF GRANTS**

1. Single-year grants are preferred. Multi-year grants may be permitted, but should not exceed three years. In general, the grant amount in a multi-year grant will be less in each of those years than in the year preceding.
2. Applicants for multi-year grants may be required to identify the anticipated sources of future funding and will be required to demonstrate appropriate use of the grant proceeds and attainment of previously agreed to benchmarks or performance goals after the first or subsequent years, before further installments are paid.
3. Single-year grants may not be renewed after the third consecutive year, unless there is a one-year break, after which the grantee may resubmit for consideration.
4. An applicant may submit one grant application each year.

### **C. GRANT AGREEMENT**

Grantees must sign a grant agreement, which sets forth the terms and conditions of the grant.

#### **D. REPORTING REQUIREMENT**

Grantees shall be required to submit a report to the Foundation within twelve months of the receipt of the Grant Proceeds containing a description of the use of the Proceeds, and the status or progress of the project or program for which the Grant was given.

#### **E. ORGANIZATIONAL REQUIREMENTS**

1. Permissible grantees shall qualify as a public charity, organized and operated under Internal Revenue Code sections 501(c) (3), 170(b)(1)(A), 2055, and 2522;
2. Except for grants to organizations that provide cancer research, all grants shall be used within Ventura County. The organization may be located outside Ventura County, provided the benefits are directly for the youth residing in Ventura County. If the Foundation chooses to fund scholarships through Ventura County based organizations, the proceeds can be used by the recipient at any accredited educational institution, even if outside Ventura County.

#### **F. APPLICATION PROCEDURE AND PROCESS**

1. An initial Letter of Inquiry must be submitted by Internet to the Foundation on the approved form, containing the following information (only one request will be considered from an organization during any grant cycle):
  - a. The name, address and other contact information of the organization and responsible employee or officer in charge of the application.
  - b. Federal Identification number and description of its tax status (public charity, private operating foundation, private non-operating foundation).
  - c. Amount of the request, any special requirements on timing, and the funding period of the Grant.
  - d. Total budget for the proposed project or program for which the Grant is being sought.
  - e. Total budget for the Applicant, and the amount of contributed private (non-governmental) support.
  - f. One paragraph description of the proposal, intended use of the funds, and how the request will further the mission of the Foundation.
2. The Applicant will be informed whether the Foundation will invite a Grant Application. The Application must be submitted by Internet, although accompanying or supplemental materials may be hard copied, and must be completed in all respects. Incomplete applications will be returned.
3. The Foundation approves grant requests in two cycles: **Fall and Spring**. Letters of Inquiry to be considered for the Fall cycle must be submitted by **September 30**. Letters of Inquiry to be considered for the Spring cycle must be submitted by **March 31**.