Grant Application Instructions and Criteria

The PMT Foundation was created in 2006 by the PMT Board of Directors as a charitable foundation. The Foundation furthers education in communities served by Project Mutual Telephone through its scholarship program, and supports projects and programs that sustain and improve those communities.

The PMT Foundation has helped over 40 area students with funding to further their education beyond high school by continuing the scholarship tradition that PMT established in 1990. The Foundation has also contributed to the renovation of the Wilson Theater and has helped develop a children's golf course in Rupert.

The Foundation serves the needs of its communities by seeking community development opportunities for capital improvements. Projects include but are not limited to:

- Education
- Civic
- Health Organizations
- Social Organizations
- Cultural Organizations
- Youth Organizations

We request that you use the following process in preparing your grant applications. All grants will be reviewed by the Foundation's Board to make funding decisions. Grant applications must be received no later than August 17, 2018. The committee will review one proposal per organization during a 12-month period. All applications, along with a cover letter, must be filled out and returned to the address below via mail. No faxed or emailed applications will be accepted.

The PMT Foundation board will make a determination of funding based on, but not limited to the following criteria:

- ☐ Impact to the community
- ☐ Location of the project
- ☐ How many individuals/groups will be touched by the grant
- ☐ Timeline and plan
- ☐ Budget
- ☐ Objectives
- ☐ Matching funds

Grant applications may be submitted for any amount; however, grants awarded *generally* do not exceed $5000. Funds will be distributed for *capital projects,* rather than operating expenses.

Please consider the above criteria when sending in an application to ensure that your request fits in with the Foundation's specifications. Submit a one-page cover letter including the following information about the project or organization:

- Background and objectives
- Budget, including sources of current funding
- Specific plans and timetables
- Total cost of projects
- What resources re currently available to organization
- How much matching funding is received

Favored Activities

The following areas or activities are more favorable to the PMT Foundation:

- Projects that reach a broader segment of the community.
- Requests for seed money to realize unusual opportunities to meet urgent or special needs in the community.
- Stimulate and encourage additional funding for the project
- Promote cooperation and partnerships within the community.

The PMT Foundation ordinarily does not provide grant support to the following:

- Reduction of debt
- Grants to individuals (except scholarships)
- Travel for individuals or teams
- Attendance at conferences, seminars, or other projects.
- Areas outside the Magic Valley.

Grant or contribution requests should be submitted to:

PMT Foundation
c/o Rick Harder
PO BOX 366
Rupert, ID 83350

Checklist

Deadline: Applications must be received on or before August 17, 2018 for consideration of the 2018 disbursement. There will be no exceptions.

The following is a checklist of the items to be included in your application packet:

- ☐ Completed Application
- ☐ Cover Letter and Proposed Budget
- ☐ If a matched contribution, Letters of Match Commitment
- ☐ Public schools must include a letter authorizing the request from both the Principal and the District Superintendent
- ☐ Original, with accompanying documents, and 5 copies clipped together. No folders or staples please.
- ☐ State of Idaho Certificate of Incorporation and Articles on Incorporation (or a letter of determination from the Internal Revenue Service). One copy only.
- ☐ Notice of Employer Identification Number assigned by the IRS. One copy only.
- ☐ Letters of local/regional support. Maximum 3 letters.

Submit one (1) original and five (5) copies of the application to:

PMT Foundation
c/o Rick Harder
PO BOX 366
Rupert, ID 83350

Tax ID/EIN #: _____

Is this organization an IRS 501(c)(3) not-for-profit? ❑ Yes ❑ No

Year organization incorporated: _____

Organization's legal name (as recorded on the non-profit incorporation papers):

_____

Contact information:

Mailing address: _____

City: _____ State: _____ Zip: _____

Grant manager (if awarded): _____

Title: _____ Phone: _____

Fax: _____ E-mail: _____

Organization's chief official (if different from above): _____

Title: _____ Phone: _____

Fax: _____ E-mail: _____

Area of the Magic Valley impacted (check one or more of the following):

❑ Twin Falls County	❑ Cassia County	❑ Lincoln County
❑ Jerome County	❑ Gooding County	❑ Minidoka County

PMT Foundation dollars requested: $ _____

Brief description of organization and how funds will be used:

Signature and title of organization's chief official:

X _____