

# LAURA MAY STEWART TESTAMENTARY TRUST GRANT APPLICATION GUIDELINES

**PLEASE REVIEW THE FOLLOWING INFORMATION CAREFULLY.  
FAILURE TO COMPLY WITH INSTRUCTIONS AND TIMELINES COULD RESULT IN THE  
LOSS OF GRANT OR REVOCATION OF GRANT APPROVAL.**

Your grant request will not be placed on the agenda until it is received on the application form. Do not copy this form into any other format. It is designed to be uniform for specific purposes and must be submitted as is. The application form is routinely updated, so please do not copy for future use. Please use a current application form each time you apply for a grant. If you require more forms at any time, please download a current version from the [www.lauramaystewart.org](http://www.lauramaystewart.org) website, or from the Beaumont Library District website <http://bld.lib.ca.us/LauraMayStewart.html>.

1. The Laura May Stewart Testamentary Trust requires that grant funds benefit the residents of Banning or Beaumont, California. If an applicant services these cities in some manner (such as the Cherry Valley Fire Department), special circumstances may exist which will be considered by the Committee and its advisors.
2. Requests must be from non-profit, charitable organizations which have received a 501(c)(3) determination letter from the Internal Revenue Service prior to receipt of a grant. The IRS publishes a list of organizations which qualify as charitable organizations under 501(c)(3). The Trust Manager can check your organization if you are unsure. A tax identification number and a copy of the 501(c)(3) determination letter are required before an organization can receive a grant.
3. Due to the guidelines of the Laura May Stewart Trust, the following grants are NOT allowed: PERSONAL SCHOLARSHIPS, START-UP EXPENSES, BUILDINGS, AND ONGOING BUDGET EXPENSES.
4. Grant applications which meet the guideline requirements, and are submitted before the 20<sup>th</sup> of the month prior to a meeting of the Distribution Committee, will be placed on the agenda for the next meeting.
5. Each grant application is considered individually. Grants are based upon availability of trust funds and the number of applications.
6. Committee membership changes annually. Each new Committee evaluates grant application independently. *Grants are neither given nor withheld based on past grant requests.*
7. You must provide a letter with your completed application form which includes:
  - The name of the agency requesting grant money;
  - The address and telephone number of the agency or person representing the agency;
  - The name and contact information (phone, email) of a year round contact person;
  - You must provide an itemized list of materials, equipment, services, etc. that you wish to purchase with the grant funding. Include the cost of sales tax and shipping.

8. Notification Process:
  - You will be notified by phone or email when your grant application is received.
  - You will be notified of the Committee's decision by email or letter within five (5) working days following the meeting at which your grant application was considered
9. Progress Report:
  - You will be given a progress report form on gold paper when you receive your check. This form must be completed with forty-five (45) days and returned to the Committee for their files. Receipt or non-receipt of this form will affect further grants to your agency.
  - You must also provide a purchase order or invoice for purchase within forty-five (45) days of receipt of funds, or the grant will be revoked and the funds will be used for other grants applications.
10. All grant applicants should be aware that **the provisions of the Laura May Stewart Trust require that grant funds be utilized exclusively for the benefit of the residents of Banning/Beaumont.** Therefore, the Committee and its advisors require that a Grant Agreement form be signed prior to receipt of any grant funds. This agreement states, in writing, that if the recipient organization disbands or departs the Banning/Beaumont area, it will first return any unused grant funds to the Laura May Stewart Foundation and/or will arrange for the transfer of any assets or equipment purchased with grant funds to another Pass Area charity approved by the Committee.
11. Briefly tell us about your organization.

***Please give the name, phone number, and email address of a contact person who will be available year round. The Distribution Committee works all year. If your agency works on a different schedule, please include the name and contact information of someone who can always be reached so that your grant will not be held up or expire due to your vacation or time off period. If you fail to do this and we are unable to reach you, your application could expire.***

***If this is the first application your agency has made to the Laura May Stewart Foundation, you must submit a copy of your 501(c)(3) determination letter from the IRS with this application. If you are not sure whether we have such a letter on file, please contact me and I will be able to tell you if it needs to be included. It is your responsibility to determine whether the Committee needs this form from you; your grant application will not be considered without it.***

I will be happy to answer any further questions that you may have. I can be reached by phone at (951) 849-8402, or by email at JanWages@verizon.net.

Laura May Stewart Trust  
 Distribution Committee  
 PO Box 235  
 Banning CA, 92220  
 Phone: 951-849-8402

**LAURA MAY STEWART FOUNDATION TRUST**  
**GRANT APPLICATION**

	Date:
Name of Contact Person:	Telephone - Home:
Name of Organization:	Telephone - Work:
Address:	Fax:
City, State, Zip:	
Amount Requested:	

Briefly State the Reason for your request for a grant:

1. IRS Classification (check as appropriate)  
 501(c)3)  Not a Private Foundation  Other - SCHOOL

- Received a determination letter 501 (c)(3) from the IRS
- Organization's Tax ID Number

2. How Long as the Organization been active in this area?

3. Who is involved in this organization?

4. What are the ages of those who will benefit from this grant?

5. How many people will benefit from this grant?

6. How does this organization serve the communities of Banning and/or Beaumont?

7. Do you charge money?

8. Yes you charge, how much do you charge and for what activities or services?

9. Where do you meet?

10. How often do you meet?
11. How will this grant benefit the people of Beaumont and/or Banning area?
12. Will this grant benefit people outside the Beaumont and/or Banning area?
13. Does your organization screen grant applications to the Laura May Steward Trust? YES <input type="checkbox"/> NO <input type="checkbox"/>
13. Does this screening <i>eliminate or prevent</i> <b>any</b> applications from reaching the Laura May Steward Committee? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
14. Briefly describe your organization's screening process. (N/A)
15. If you are applying for a school is the school accredited? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
16. If the school is accredited who is the accrediting agency? (N/A)
Date:
Signature of Person Completing Application:
Print Name of Person Completing Application:
Title in Organization:

- Please attach an *itemized price list* of materials, equipment, and services that you will purchase with the grant.
- Include sales tax and shipping.
- This application *must include a brief letter* of support on the organization's letterhead from the administrator/head of the organization.
- **PURCHASE ORDERS MUST BE RECEIVED WITHIN 45 DAYS OF NOTIFICATION OF APPROVAL OF THE GRANT OR THE GRANT WILL BE REVOKED AND THE MONEY USED FOR OTHER GRANT APPLICATION.**