

## GRANT APPLICATION GUIDELINES

### **Mission:**

The Alvah H. and Wyline P. Chapman Foundation was created in 1967 to honor and memorialize Alvah H. and Wyline P. Chapman and to perpetuate their charity and concern for others.

The Foundation's primary stated objectives are to support religious, charitable, scientific, literary, or educational purposes in areas where the descendants of Alvah H. and Wyline P. Chapman now reside or have interests.

The Foundation currently makes grants in support of not-for-profit organizations where directors and members live and are involved in the community.

The Foundation will consider requests for support from organizations that have developed successful, innovative and creative programs that support the following:

- Children and families, especially those at risk
- Education at all levels
- Interracial and multi-ethnic harmony and the fostering of multi-cultural understanding
- Substance abuse prevention
- Programs serving the homeless

### **Grant Guidelines:**

- Grants are considered twice a year in December and July.
- Deadline for submission for the December meeting is October 15
- Deadline for the July meeting is May 15
- Grants are awarded in communities where the family and directors reside or have been involved.
- We encourage all grant requests to have a Director or member of the Foundation sponsor or endorse the submission.
- Requests for support should be made in a letter proposal of not more than three (3) pages sent electronically with the Grant Summary Form.
- Materials to be mailed are listed on the Grant Summary Form.
- The foundation prefers not to make multi-year commitments.
- The Foundation rarely makes awards over \$15,000.00

### **Eligibility:**

Only not-for-profit organizations that have been granted exemption from federal income tax by the IRS under section 501(c)3 are eligible to apply for support. Preference will be given to areas where directors and members live and are involved in the community. Under special circumstances, organizations in parts of Georgia where the Chapman family has traditionally had interests will be considered.



### **Type of Support:**

The Foundation makes grants for operating support, specific projects and endowments. Multi-year support will be considered in special circumstances. Funds will not be provided for loans or to organizations engaged in partisan or political activities. No grants will be made to individuals.

### **Submission Requirements:**

Please submit your grant electronically to Foundation Secretary Kimberly Smetana.

[CFSecretary@aol.com](mailto:CFSecretary@aol.com)

Grants should not be more than three pages.

Please include a completed **Grant Summary Sheet** with your electronic submission.

### **Mail The Following Items To The Address Listed Below:**

- 501(c)3 IRS determination Letter
- List of officer, Board of Directors or any other governing body
- Budget for Project/Organization
- Financial statement for the organization's most recent fiscal year
- Copy of Grant Proposal letter and **Grant Summary Form**

### **Mailing Address:**

CF Secretary

The Alvah H. and Wylene P. Chapman Foundation

PO Box 55398

St. Petersburg, FL 33732