



## **GRANT APPLICATION GUIDELINES**

**PLEASE READ ALL GUIDELINES,  
CONSIDERATIONS, AND PRIORITIES BEFORE  
PREPARING AN APPLICATION.**

If you have questions or are unsure if your organization qualifies for a grant, please phone **480-430-1321** or send an email to: **contactus@sve-foundation.org**

More Grant Application information may be found at [sve-foundation.org](http://sve-foundation.org). If you don't already have it, please download the required Cover Sheet. Prepare your application, then submit your Application and Cover Sheet by standard mail to:

**Sunland Village East Foundation  
8255 E Kiva Ave, #420  
Mesa, AZ 85209**

Grant applications must be received 20 days preceding the end-of-calendar-quarter dates of March 31, June 30, September 30, and December 31. Requests received later than the 20-day period will be carried over into and decided at the end of the next calendar quarter time-period.

At its discretion, at any time, the Foundation may waive the required 20-day period, accept, evaluate and award grants on any date preceding the end-of-quarter calendar dates.

Applicants will be notified within 10 days of the grant award decision.

Only one application per calendar year from any group or organization will be considered, but the group or organization may reapply again the next calendar year.

**CONSIDERATIONS:** Each grant request will be considered on the project's merits in regard to:

1. The impact on the residents of Sunland Village East and/or the East Valley.
2. The number of people to be served.

3. The degree to which the grant request duplicates or complements the work of other community organizations.
4. The potential impact of the SVE Foundation's grant on the success of the project.
5. The probability of a SVE Foundation grant leveraging additional support from other funding sources.

**PRIORITIES:** When reviewing grant requests, the following groups will be given precedence in order of priority:

Greater priority will be given to:

- 1<sup>st</sup>. Projects and organizations located within the Sunland Village East community.
- 2<sup>nd</sup>. Projects and organizations located within the surrounding community of Sunland Village East.
- 3<sup>rd</sup>. Projects and organizations that have limited access to other funding sources.

Lower priority will be given to:

- Requests already substantially funded by the government, or which in the opinion of the SVEF Board of Trustees, can and should be funded from taxes.
- Grants for sectarian projects.
- Grants to national organizations.
- Grants to organizations which already have substantial fundraising capabilities and have either paid or volunteer staff seeking donations from other 501(c)(3) organizations.

**Disqualifications:**

- Grants will not be awarded to individuals.
- Grants will not be awarded to organizations or projects that exist to influence legislation, carry on propaganda, participate in political campaigns, or which threaten to cause controversy, divisiveness, and religious intolerance.
- Multi-year grant requests will not be considered. A new request may be submitted each calendar year if additional funding is requested.

# GRANT REQUEST TO SUNLAND VILLAGE EAST FOUNDATION

## COVER SHEET

Date submitted:	Submitted to: <b>Sunland Village East Foundation</b> <b>8255 E Kiva Ave, #420</b> <b>Mesa, AZ 85209</b>
Submitted by: <b>[Name and address of submitting party/organization.]</b>	
EIN (Tax Number, if any):	<i>For Foundation Use Only</i> Grant Request ID: _____ Grant Review Date: _____ Letter to Grantee: _____
Grant name:	

Attach this cover sheet to your grant-request writeup. The writeup is free-form, so you can tell your story your way, and it must include the following elements:

1. Organization Qualifications (circle one): [A nonprofit club with an educational need] [A tax-exempt organization with a valid EIN] [An IRS-qualified 501(c)(3) nonprofit].
2. Program description: (circle all that apply) The program must fit into one (or more) of these grant categories: Educational; Charitable; Scientific; Religious; Literary Group; Anti-Cruelty to People or Animals; Amateur Sports; or Children's Purposes; and must address the priorities in the guidelines.
3. Statement of need.
4. What do you hope to achieve with this grant?
5. Timeline.
6. Budget: Discuss total project budget, and what part of this total you are seeking in this grant request.
7. Person(s) responsible for implementing this project if grant is approved. Include contact information.
8. Commit to report back to Sunland Village East Foundation on the completion of your project and its success.
9. Signatures of applicant \_\_\_\_\_, representing \_\_\_\_\_ (organization or club).