

Rebecca Pomroy Foundation, Inc.  
P. O. Box 66066  
Auburndale, MA 02466  
www.pomroy.org

## **Instructions for 2019 Grant Applicants**

### BACKGROUND/GRANT REVIEW PROCESS:

Grant awards are determined annually by the Pomroy Foundation's Board of Directors. Each application is scanned and shared with all members of the Board. Our review takes place in three steps:

- 1) In March, the Board screens all applications, selecting those that will move forward for a full review.
- 2) For organizations that receive a full review, a site visit is scheduled, usually involving two board members, at a time that is mutually convenient. The purpose of the site visit is to allow applicants to elaborate on their proposal and to answer questions.
- 3) At its June meeting, the Board of Directors makes the final determination for grant awards. Following the June meeting, the Foundation notifies applicants by letter.

### TECHNICAL DETAILS:

- Applicants must use the Grant Application Form for the current year, which is available for download on the Pomroy Foundation's website – [www.pomroy.org](http://www.pomroy.org)
- The Grant Application Form is provided as a "form" in Word format, with fill-in boxes. After downloading a copy of the Grant Application Form, each applicant inputs (types) the requested information into the boxes, which expand to accommodate text.
- We ask applicants to keep a careful eye on the overall length of their applications. In our experience, applications exceeding three pages in length (not including attachments) do not enhance the review process.
- After filling out the form, please print and mail your application. Please do not overlook the signature requirement. (See information about Deadline below)

### ATTACHMENTS:

The Foundation requires applicants to attach/enclose four documents with the Grant Application Form:

- 1) Requested Project budget;
- 2) A copy of last year's fiscal year budget for entire organization;
- 3) A list of the organization's Board members;
- 4) A copy of your organization's IRS 501(c)(3) determination letter.

### DEADLINE:

February 1, 2019 is the deadline for applications. We consider submissions timely if they are hand-delivered or postmarked on or before February 1. If the post office is closed on February 1, submissions postmarked by the next business day are considered timely.

The mailing address appears at the top of the page. Please keep in mind that large envelopes mailed using stamps (as opposed to a metered postage strip) often fail to receive a cancellation date. Thus, applicants mailing applications are cautioned to obtain a postmark.