

Rebecca Pomroy Foundation, Inc.

P. O. Box 66066

Auburndale, MA 02466

www.pomroy.org

Instructions for 2020 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
- 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 sign 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.

SUBMIT BY MAIL OR EMAIL – YOUR CHOICE:

- Signed applications (including attachments) may be submitted either by mail or email, at the organization's option.
- For submission by mailing: Address your application to the Post Office address that appears at the top of this page.
- For submission by email: Direct your application to the following email address:
rpomroygrantapp@gmail.com

DEADLINE:

Applications must be submitted by February 1 by 6:00 p.m. We consider applications timely if they are postmarked or emailed on or before February 1 at 6:00 p.m. If February 1 falls on a Sunday, or the post office is closed on February 1, the application must be postmarked or emailed by 6:00 p.m. the next business day.

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.