



Art Pratt Foundation Requirements

The Art Pratt Foundation originally grew from a bequest of Mr. Art Pratt. Under the stewardship of the, then Kearney Mesa Rotary, the Foundation grew to be able to support numerous charitable organizations. Although not restricted, the Foundation, by tradition and practice has favored grant requests that: Benefit children and youth; Benefit persons with disabilities or who are otherwise disadvantaged; Are to organizations, not individuals; Involve the acquisition of facilities or equipment, not operating funds; Benefit the local community, especially the service area of Old Mission Rotary; and Can provide a tangible, permanent recognition of the gift by the Foundation and its founder, Art Pratt.

The Foundation has not, historically favored requests that: Support ongoing programs and operations or would result in a gift to the same organization more often than once every three years. The Foundation prefers annually to give a greater number of smaller grants, such as 15 to 20 grants, not to exceed \$10,000 each, rather than a few grants each of significantly higher amounts.

Prospective Grantee Requirements

The grant application should be on the organization's letterhead and present in narrative form the following information:

A summary of proposed use of grant funds:

- How the grant will contribute to and enhance the mission and programs of your organization
- The amount requested
- Contact information, including email address, for a person in the organization who will be our contact for any inquiries or to schedule a site visit.

Supplementary information should include:

- Your Mission Statement
- A List of officers and directors
- An IRS exemption letter
- Your most recent federal tax return
- Your most recent audited or compiled financial statement

- Name of the organization's five largest supporters (amounts optional)
- Tabulation of numbers of people served by the organizations, by activity
- All of the submitted information is deemed to be public unless specific pages are marked as Confidential.

Complete budget of the project for which funding is requested o Including a listing with cost quotes for each item o Prioritize each item showing a listing of the items in the order of greatest need.

Upon receipt of the grant application letter and supplementary information, our Board may ask for additional information before scheduling a visit for your organization. Mail one original copy of this information and mail to:

Art Pratt Foundation of Old Mission Rotary

1334 Hardin Drive

El Cajon, CA 92020

Submit an electronic copy to:

Art.Pratt.Foundation@oldmissionrotary.org

Application windows for grant applications

Grants submitted during the period of January 1, through April 30, will be considered throughout the cycle and will usually be made by June 30.

Grants submitted during the period of July 1 through October 31 will be considered throughout the cycle and will usually be made by December 31.

Important Grant Guidelines Foundation

Grants are approved for the purpose identified in the original grant request. The Organization receiving a grant will prepare a report to the Foundation, within six months of the grant receipt, that details how and for what the grant dollars were spent. The report on Organization letterhead and signed by an Officer will have attached copies of receipts for materials purchased and other documentation to confirm the grant was used per the original grant request.

IF THIS FINAL DETAILED REPORT OF GRANT MONEY SPENT IS NOT RECEIVED, THE GRANTEE IS EXCLUDED FROM ANY FUTURE ART PRATT FOUNDATION GRANTS.

Foundation decisions are final when made by a majority vote with a quorum present. Foundation decisions may result in a grant approved for the amount requested, approved for a lessor amount, or declined. The Foundation will not provide reasons for the decision to grant a lessor amount or to decline a grant request. Foundation members have a duty to report any conflict of interest and abstain from the vote regarding a specific grant request where a conflict exists. A conflict of interest is present when there is a material personal interest in a specific grant request, which extends to the member, their family, workplace, other charities, or domestic partner. The potential for conflict of interest is reported to the Foundation President