



# SAYRE FOUNDATION

*Being a tool to fund God's work*

## **Sayre Foundation – Grant FAQs and Guidelines**

This document provides frequently asked questions and guidelines for organizations seeking funding from The Sayre Foundation. Following these guidelines does not guarantee that a grant will be awarded. Each proposal is reviewed based on the availability of funds and its alignment with the Foundation's mission. Due to the high volume of requests, the Foundation cannot fund every application it receives. Additionally, grants may be awarded for less than the full amount requested. A decision to decline a grant request does not reflect negatively on the quality of the proposal, the importance of the need addressed, or the organization itself.

Please review the information outlined carefully. If you have any questions, contact us at [info@sayrefoundation.org](mailto:info@sayrefoundation.org)

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### **1. Who is eligible to apply for a grant from the Sayre Foundation?**

Organizations applying for a grant must be nonprofit public charities with 501(c)(3) status and must provide a tax-exempt determination letter from the Internal Revenue Service.

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### **2. Can an organization apply for funding for multiple projects/programs?**

Organizations may apply for funding for only one project or program within a 12-month period.

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### **3. What does the Sayre Foundation typically not fund?**

The Foundation will not fund proposals for:

- Lobbying efforts or political action groups
- Labor unions
- Individuals
- Other private foundations
- International nonprofits

The Foundation reserves the right to decline a request if it does not meet eligibility requirements or for any other reason determined by the Foundation. All decisions are made at the sole discretion of the Foundation and may not be appealed.

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#### 4. What is the grant application procedure?

Grant applications are currently accepted on a rolling basis. Applications must be completed with all required documents and submitted through the online application platform on the Foundation's website.

##### Required documents include:

- A copy of the IRS determination letter confirming 501(c)(3) status
- Form 990 for the prior year
- Recent bank statement
- Current financial statements (balance sheet and operating statement)
- Detailed budget for the project or program for which funding is requested
- List of the organization's current board members

##### Application review process:

1. A Foundation representative will review your submitted application. If accepted, you may be contacted for an interview.
2. The Director of Philanthropy will present applications to the Foundation's Trustees for review.
3. Trustees will make the final funding decisions.
4. Organizations will be notified of the outcome, including approval status and funding amount.

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#### 5. Are there any minimum years of operation required?

At this time, no minimum years of operation are required.

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#### 6. What is required of organizations that receive a grant?

If a proposal is funded, a **Grant Agreement** will be required to access the funds. The Grant Agreement outlines the limits and conditions under which the grant has been authorized. Before submitting a proposal, organizations should ensure they can meet the following requirements:

- Grant funds must be used as outlined in the approved request. Any unused portion must be returned to the Foundation. Changes in fund usage require a **Grant Modification form**. Any modification must be approved in advance and in writing by the Foundation's Director or its authorized designee.
- The Foundation must be notified of changes in the organization's legal or tax status, key staff responsible for the grant, or ability to execute the project as proposed.
- A **post-grant report** must be submitted by the due date assigned by the Foundation.
- The Foundation may access records related to the grant for audits or verification. Records must be retained for a minimum of four years after funds are distributed.

- The organization must credit the Foundation in all public communications related to the grant. All public statements about the Foundation must be pre-approved by the relevant program officer.
- The Foundation reserves the right to alter, withhold, or require a refund of grant funds if the organization does not comply with the Grant Agreement, fails to protect the grant's purpose, or violates any applicable laws or regulations.

Additional criteria are outlined in the Grant Agreement; the following is a summary of key requirements to help organizations assess their readiness and commitment to accepting grant funds.

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### **7. What criteria does the Sayre Foundation use to review applications?**

Eligible projects will be selected based on the following criteria:

- **Eligibility:** Applicants must be qualified 501(c)(3) charities and provide all required documentation.
  - **Organization:** The organization aligns with the Foundation's mission by contributing to one or more program areas: Evangelism and Church Planting, Holistic Ministries, Leadership Development, Children and Youth, Local Community, and international initiatives.
  - **Project:** Proposed activities are practical, achievable, and strengthen the organization's ability to carry out its mission effectively.
  - **Funding:** The organization has sufficient financial and operational resources to fully cover the requested project expenses.
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### **8. Who makes final funding decisions?**

The Foundation Board makes all final funding decisions.

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### **9. How will my organization receive its grant payment?**

Grant payments are issued to organizations via **check**.