



# Guilford Green Foundation

u n i t i n g c o m m u n i t y

## Attachment A Guidelines

### Guilford Green Foundation Grant Application – 2007 Grant Cycle

TO BE ELIGIBLE FOR GRANT CONSIDERATION, AN ORGANIZATION OR INSTITUTION MUST:

- Serve (i) at least one of the following populations: (a) lesbian, (b) gay, (c) bisexual, or (d) transgendered persons, and/or (ii) the LGBT community;
- Be a non-profit organization exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. A copy of your IRS 501(c)(3) determination must be attached to the Grant Application. However, for an organization or institution submitting more than one application, it will be necessary to attach only one such determination to any one application;
- Accurately complete the Grant Application in its entirety;
- Attach a copy of the budget for the fiscal year in which any 2007 Guilford Green Foundation grant would be utilized (or if not finalized, the preceding year's budget), and document what percentage, if any, of the prior and/or current fiscal year's budget(s) came from grant(s) awarded by the Guilford Green Foundation;
- Attest that a majority of your membership and/or the population you serve reside in Alamance, Davidson, Guilford, Randolph and Rockingham counties;
- Agree to use any grant funds received from the Guilford Green Foundation within the Triad area or for the benefit of residents of Alamance, Davidson, Guilford, Randolph or Rockingham counties;
- Agree, as a condition to accepting any funds from the Guilford Green Foundation, that the Guilford Green Foundation may, in its sole discretion, make public the fact that your organization or institution is a grant recipient, the activities or purposes for which such grant is made, and the amount and manner in which any such funds would be used;
- Authorize any publicity or documentation that demonstrates a granter-grantee relationship, should your organization or institution accept funds from the Guilford Green Foundation;
- Agree, as a condition to accepting any funds from the Guilford Green Foundation, that any funds granted by the Guilford Green Foundation be used solely and exclusively for the purpose and within the time period requested in the Grant Application, and that any differing use(s), or any use(s) within any differing time period(s), be pre-approved, in writing, by a vote of the Guilford Green Foundation Board of Directors;
- Provide the Guilford Green Foundation with a year end accounting of the funds use for their granted purpose; and
- Agree, as a condition to accepting any funds from the Guilford Green Foundation, to promptly repay to the Guilford Green Foundation the grant monies received in the event (i) your organization or institution makes any unauthorized use(s), or any use(s) within any differing time period(s), that materially differ from the use(s), and/or time period(s), provided for in the Grant Application, (ii) that you fail to make a year end accounting report, or (iii) that this Grant Application contains any material misstatement or omission.

**Attachment A**  
**Guidelines Continued**

Please note that for organizations or institutions requesting funding for separate activities, separate grant applications must be submitted. However, for organizations or institutions requesting funding for separate expenditures benefiting one activity or one general purpose, only one application is necessary. For example, during a prior year, PFLAG Greensboro was awarded four separate grants, based on four separate applications, for different expenses related to (i) workshop attendance, (ii) its monthly publications, (iii) advertisements in local newspapers, and (iv) library books. On the other hand, UNCG submitted one application for expenses related to a speaking engagement featuring former football player and LGBT activist Corey Johnson. Within the application, UNCG properly indicated its projected allocation of funds for (i) advertising and (ii) speaker fees related to the one speaking engagement.

Please ensure that all material presented is printed and formatted in a way to maximize legibility. For your information, Gifting Committee members reviewing your application will not have access to prior applications; for that reason, please restate any information from a prior application that you believe is relevant to the 2007 granting cycle and process. **Finally, please provide ten (10) copies of any Grant Applications you submit.**

Please mail the Grant Application package to:

Guilford Green Foundation  
330 South Greene Street  
Greensboro, North Carolina 27401

**To be considered, Grant Applications must be postmarked no later than July 27, 2007.**

Should you have questions, please call Alice Mitchell at 336-834-0802, or e-mail [info@ggfn.org](mailto:info@ggfn.org)