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PAY-LESS COMMUNITY FOUNDATION MINI-GRANT APPLICATION GUIDELINES

The PayLess Markets Community Foundation (PMCF) will launch its 2017 MINI-GRANT on November 21, 2016, geared to support local non-profit organizations that are actively working to meet the critical needs of our island community.

A. PURPOSE: The Payless Markets Community Foundation focuses on providing opportunities for community organizations to better serve the residents of Guam. The Foundation offers grant funding to eligible local organizations whose aim is to improve the quality of life on Guam and address significant gaps in the areas of health, education, social services, and the environment. Furthermore, the Payless Markets Community Foundation is actively engaged in several community campaigns and efforts to promote causes in these four key areas.

B. CONTRIBUTIONS: Funding for the grant is contingent upon the monies raised through the annual PayLess Kick the Fat 5K Run/Walk & Community Fair. This year's event will be held on Saturday, March 25, 2017. The PMCF will be accepting mini-grant proposals for review at the Payless Community Foundation Office beginning November 21, 2016.

C. DEADLINES/TIMELINES: The mini-grant application process will officially commence on Monday, November 21, 2016. The deadline for proposal submission will be FRIDAY, JANUARY 20, 2017 at 5:00 p.m. Only **complete** applications (see checklist) will be processed and reviewed. The PMCF Mini-Grant committee will review all proposals. Applicants are notified of final decisions within 30 days of deadline. **The funds should be encumbered within twelve (12) months upon notification of award.**

D. ELIGIBILITY CRITERIA: Local non-profit and charitable community-based organizations are eligible to apply. Partnerships with other nonprofit agencies, service clubs, neighborhood networks, government programs are encouraged. Applicants may apply for up to \$10,000.00. Applicant may only propose work that will serve or benefit Guam residents. Grant funds **may be used for** the following:

- Operational costs
- Equipment and supplies
- Educational materials

**Please note that the Foundation requests assistance with Kick the Fat 5k Event pre-race and race day activities from nonprofit organizations who are selected as the 2017 KTF beneficiaries.*



PAYLESS MARKETS COMMUNITY
FOUNDATION GRANT APPLICATION FORM

Funds **may not be used** for the following:

- Fundraising
- Lobbying
- Deficit financing

E. APPLICATION CHECKLIST: Your mini grant proposal **must** contain the following information to be considered complete:

1. **PMCF Mini-Grant Submittal Form**
2. For non-profit organizations: **Dept of Revenue & Tax non-profit certificate and/or IRS letter of determination for 501(c)3 tax exemption**
3. **Organization's Narrative** of no more than four (4) pages that includes:
 - Organizational Background – briefly describe your organization's mission, history and services provided.
 - Provide a brief description of the proposed activity and the target community/population that your project will serve.
 - Time-line for implementation
 - Provide a budget and justification narrative that describes how you will utilize the funds being donated to your non-profit/organization.
4. Submit one copy of the mini-grant application form and the Narrative to:

**ATTN: KTF Mini-Grant
PayLess Markets Community Foundation
116 Chalan Santo Papa
PMCalvo Building
Hagatna, GU 96910**

G. REVIEW AND APPROVAL PROCESS:

- Organization Description and History- (20 points)
 - *The Organization Description and History section should include the history of the organization, information about previous activities and experience with grant funding.*
- Description of Activity (35 points)
 - *The Description of Activity should identify a realistic goal, target audience, additional resources being used and how the activity will benefit the Guam community. It should also include tasks and methods of implementing activities.*
- Timeline for Implementation (10 points)
 - *Using your Description of Activity, provide a timeline for each task and overall timeframe for implementation and completion of activity within one year.*

- Budget and Justification Narrative (35 points)
 - *The Budget and Justification Narrative should be realistic and specific and provide a detailed outline of how the funds being requested will be used. You may provide an itemized listing.*

H. SUMMARY REPORT: Upon receipt of grant funding, a summary report must be provided within the first year to include narrative of progress on the use of funds.

I. DISCLAIMER: PMCF reserves the right to request revisions to the budget and/or scope of work of any applicant. Please include the PMCF logo on materials obtained through Foundation mini-grant funds. If you have any questions or concerns please contact Kameran Pereira at 477-9266 or email kamerinp@paylessmarkets.com.



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APPLICANT INFORMATION

Name of Organization: _____

Mailing Address of Organization:

Street: _____

Village: _____, GUAM Zip Code: _____

Authorized Official Contact Person: Last Name: _____

Middle Initial: _____ First Name: _____

Signature: _____ Date: _____

Phone Number: (Work) _____ (Mobile) _____

Fax Number: _____

Email Address: _____

Mailing Address:

Street: _____

Village: _____, GUAM Zip Code: _____

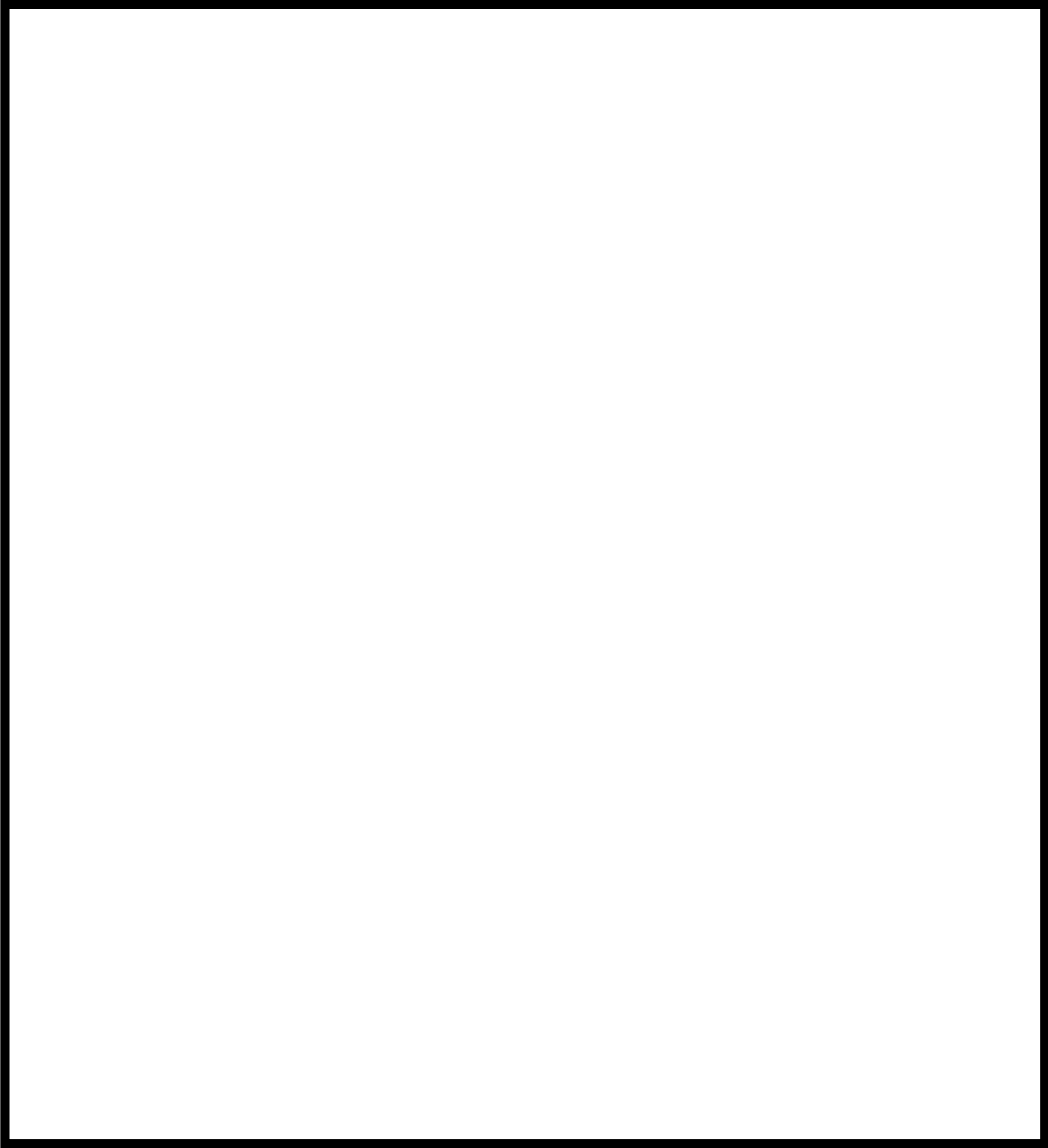
(Please check the box below to acknowledge project completion provision.)

Applicant agrees to provide summary report upon completion of project.

ORGANIZATIONAL BACKGROUND- (20 points)

(In line with PMCF Mission)

DESCRIPTION OF ACTIVITY AND TARGET POPULATION (35 points)



TIMELINE FOR IMPLEMENTATION- (10 points)

(Within One Year from Award Date)

BUDGET and BUDGET NARRATIVE- (35 points)

TOTAL REQUESTED AMOUNT: _____

FUND START DATE: _____

FUNDS END DATE: _____