



116 Chalan Santo Papa • PM Calvo Bldg. • Hagåtña, Guam 96910
Tel: (671) 477-9266 • Fax: (671) 477-8308
Email- foundation@paylessmarkets.com

PAY-LESS MARKETS COMMUNITY FOUNDATION MINI-GRANT APPLICATION GUIDELINES

The PayLess Markets Community Foundation (PMCF) will launch its 2018 MINI-GRANT on October 2, 2017, 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 24, 2018. The PMCF will be accepting mini-grant proposals for review at the Payless Corporate Office beginning October 2, 2017.
- C. DEADLINES/TIMELINES:** The mini-grant application process will officially commence on Monday, October 2, 2017. The deadline for proposal submission will be FRIDAY, November 3, 2017 at 4:00 p.m. Only **complete** applications (see checklist) will be processed and reviewed. The PMCF Mini-Grant committee will review all complete applications. Applicants are notified of final decisions usually within 30 days of deadline. **If awarded, funds should be encumbered within twelve months upon receipt of funds.**
- D. ELIGIBILITY CRITERIA:** Local non-profit and charitable community-based organizations which have been in existence for more than two years are eligible to apply. Partnerships with other nonprofit agencies, service clubs, neighborhood networks, and/or government programs are encouraged. Applicants may apply for up to \$10,000.00 to fund a particular project of the organization. Applicant may only propose work that will serve or benefit Guam residents. Funds **may not be used for** the following:
- Fundraising
 - Lobbying
 - Scholarships
 - Operational costs
 - Deficit financing
 - Construction



PAYLESS MARKETS COMMUNITY
FOUNDATION GRANT APPLICATION FORM

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

1. PMCF Mini-Grant Submittal Form – completed and signed
2. Department of Revenue & Tax non-profit certificate and/or IRS letter of determination for 501(c)3 tax exemption

****STOP – IF THE ABOVE ITEMS ARE NOT COMPLETE THEN PMCF WILL NOT REVIEW THE REST OF THE APPLICATION****

3. Organization's Narrative of no more than four (4) pages that includes:

- Organizational Background
- Description of Project
- Timeline for Implementation
- Budget and Justification Narrative

See description below for each area.

4. Submit one copy of the mini-grant application form and the narrative to:

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

F. **REVIEW AND APPROVAL PROCESS (no more than 4 pages):**

- Organization Background (20 points)

The Organization Description and History section should include: how the organization's mission aligns with PMCF's mission; previous experience in managing grant funding; organizational background that demonstrates ability to carry out the proposed project.

- Description of Project (35 points)

The Description of Project should include: description of project that is feasible and realistic; organization's ability to manage the project; target audience; improvements, support or assistance that benefits Guam residents; serves a critical need or fills a gap in the community in the areas of education, environment, health or social services; tasks, methods of implementation and

resources; and additional community resources to support activity.

- Timeline for Implementation (10 points)
The Timeline for Implementation should be realistic and include tasks, proposed dates, activities, and scope of work; and should be completed within one year.
- Budget and Justification Narrative (35 points)
The Budget and Justification Narrative should include: how the funds address one or more of the four key areas of PMCF (education, environment, health, social services); detailed amounts (less than \$10,000) to complete project; narrative clearly explains use of funds; realistic and cost-effective budget; administrative costs that do not exceed 15% of total funds requested; and quotes for necessary items/services.

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, detailed budget, and any challenges and successes. Request to use any excess funds must be approved by the PMCF board otherwise returned to the Foundation.

I. **DISCLAIMER:** PMCF reserves the right to request revisions to the budget and/or scope of work of any applicant. The PMCF logo must be used on materials obtained through Foundation mini-grant funds. If you have any questions or concerns please email foundation@paylessmarkets.com or call 477-9266.



PAYLESS MARKETS COMMUNITY FOUNDATION MINI GRANT APPLICATION FORM

116 Chalan Santo Papa • PM Calvo Bldg. • Hagåtña, Guam 96910

Tel: (671) 477-9266 • Fax: (671) 477-8308

Email- foundation@paylessmarkets.com

APPLICANT INFORMATION

Name of Organization: _____

Mailing Address of Organization:

Street: _____

Village: _____, GUAM Zip Code: _____

Authorized Official Contact Person: First Name: _____

Middle Initial: _____ Last Name: _____

Signature: _____ Date: _____

Phone Number: (Work) _____ (Mobile) _____

Fax Number: _____

Email Address: _____

Mailing Address:

Street: _____

Village: _____, GUAM Zip Code: _____

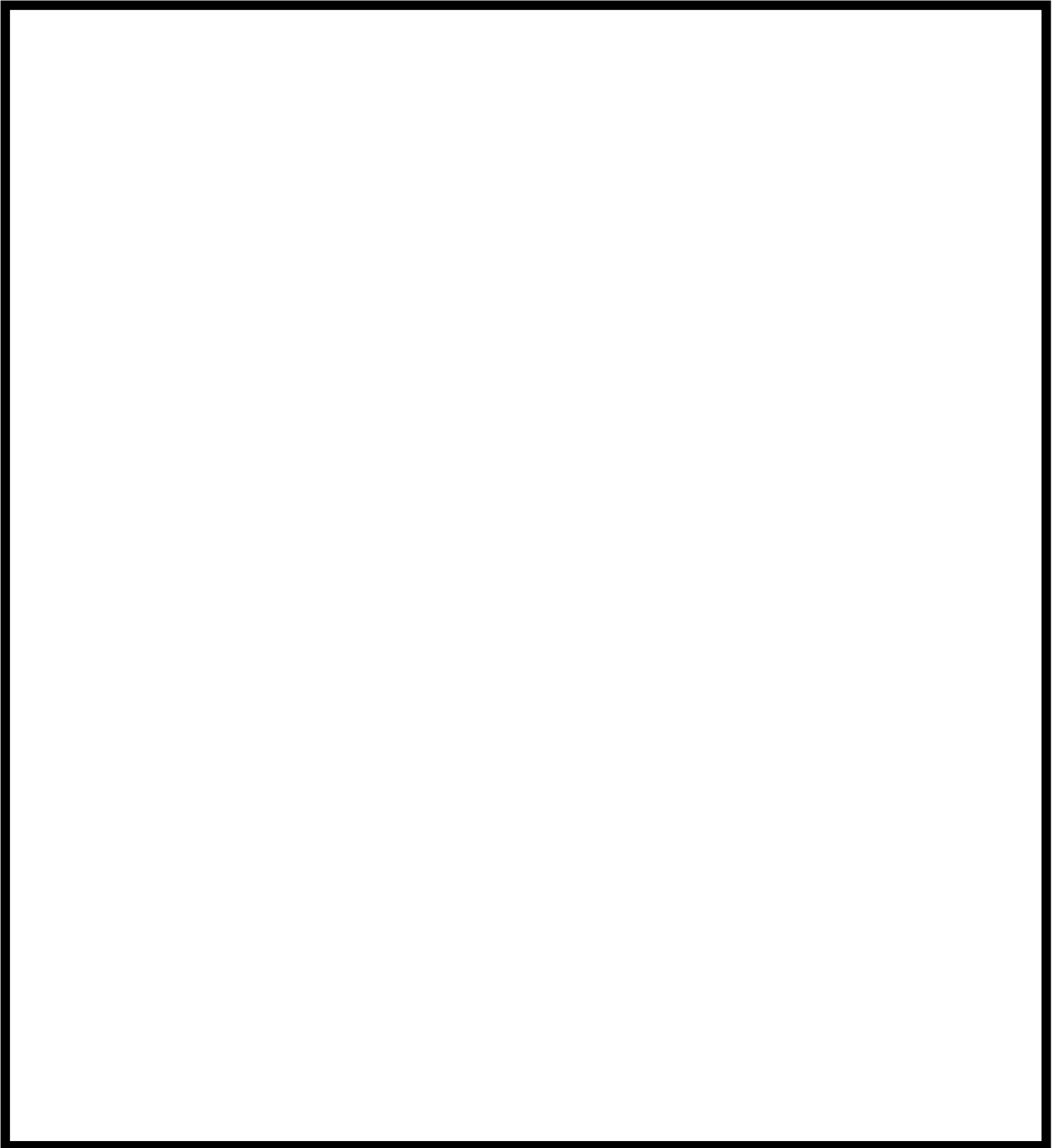
(Please check the box below to acknowledge project completion provision.)

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)

A large, empty rectangular box with a thick black border, intended for the student to write their response to the question above. The box occupies most of the page's vertical space.

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: _____