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2024 PAY-LESS MARKETS COMMUNITY FOUNDATION MINI-GRANT APPLICATION GUIDELINES

The PayLess Markets Community Foundation (PMCF) will launch its 2024 MINI-GRANT on **Tuesday October 8, 2024**, 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 will offer grant funding to eligible local organizations whose aim is to improve the quality of life in Guam and address significant gaps in the areas of **health, education, social services and environmental purposes**. Furthermore, the Payless Markets Community Foundation is actively engaged in several community campaigns and efforts to promote causes in related areas.
- B. Contributions:** Funding for the grant is contingent upon the monies raised through the annual PayLess Kick the Fat 5K Run/Walk & Wellness Festival. This annual live event will be held on Saturday, March 15, 2025.
- C. Deadlines/Timelines:** The mini-grant application process will officially commence on Tuesday October 8, 2024. The deadline for proposal submission is **Friday, November 15, 2024, at 4:00 p.m.** Only **complete** applications (see checklist) will be processed and reviewed. The proposals must be **hand-delivered** to the Payless Corporate Office in Agaña. Email submission will not be accepted. The PMCF Mini-Grant committee will review all complete applications. Awards will be announced on **Friday, December 13, 2024**. **If awarded, funds should be encumbered within twelve months upon receipt of funds.**
- D. Eligibility Criteria:**
1. Applicants must be local non-profit and charitable community-based organization.
 2. Applicants must be in existence for more than two years.
 3. Applicants may apply for **up to \$5,000.00** to fund a particular project of the organization.
 4. Applicant may only propose work that will serve or benefit Guam residents.
 5. Funds may not be used for the following: lobbying, scholarships, operational costs, deficit financing, or fundraising,
*Partnerships with other nonprofit agencies, service clubs, neighborhood networks, and/or government programs are encouraged.

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 NarrativeSee 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 Background section should include the following: 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 a description of project that is feasible and realistic; explain the organization's ability to manage the project; identify target audience; seek improvements, support or assistance that benefits Guam residents; serve a critical need or fill a gap in the community in the area of health, education, social services or environmental purposes; include tasks, methods of implementation and resources; and list any 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 the following: how the funds address health, education, social services or environmental purposes-related issues in our community; detailed amounts (less than \$5,000) to complete project; narrative clearly explains use of funds; realistic and cost-effective budget; and quotes for necessary items/services.

G. 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.

H. 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.



PAYLESS MARKETS COMMUNITY FOUNDATION MINI-GRANT APPLICATION FORM

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APPLICANT INFORMATION

Name of Organization: _____

Mailing Address of Organization:

Street: _____

Village: _____, GUAM Zip Code: _____

Authorized Official:

First Name: _____

Last Name: _____

Email Address: _____

Phone Number: (Work) _____ (Mobile) _____



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

☐ **Applicant agrees to provide summary report upon completion of project.**

Authorized Official:

Signature: _____ Date: _____