

SUBMISSION DATES, GUIDELINES & INSTRUCTIONS

R. HAROLD BURTON FOUNDATION

Board of Directors: O. Wood Moyle, IV (Chair) Judith Burton Moyle
Lucy Moreton Hawes (Vice Chair) Frederick A. Moreton

Contacts: Richard G. Horne Linda Edminster
Executive Director Administrative Assistant
801-883-8020 801-883-8021

Purpose: Grants are made primarily for education, science, literary and health purposes, *which must* impact the lives of residents in the Salt Lake Metropolitan Area. Giving *is limited* to 501(c) (3) organizations.

Submission Deadlines:

First Period

Applications received by **February 15, 2018**
Applications reviewed from February 16 to April 27, 2018
Notification of approval or rejection by June 1, 2018
Grants paid out in May – June 2018

Second Period

Applications received by **July 16, 2018**
Applications reviewed from July 17 to September 28, 2018
Notification of approval or rejection by Nov. 1, 2018
Grants paid out in October – November 2018

Note: The Foundation will only accept one application per calendar year from an organization.

MAIL, HAND DELIVER or FED EX to:

R. Harold Burton Foundation
Richard G. Horne, Executive Director
The Historic Parker House
824 E South Temple Street, Suite 1
Salt Lake City, UT 84102

APPOINTMENT: After submitting your complete application, *and after* the deadline date, please call (801) 883-8021 to make an appointment to review your request.

INSTRUCTIONS FOR COMPLETING APPLICATION

R. HAROLD BURTON FOUNDATION

The Foundation is interested in a detailed, complete application for a specific project. It requires a full accounting of the expenditure of all grant money and an accurate report detailing the success of the specific project, if funded. The R. Harold Burton Foundation does not fund undifferentiated overhead expenses or endowments.

The Foundation requests one hard copy of the application printed on white paper. **Follow the specific format provided.** Information should be kept brief and to the point. Applications should not be condensed by printing them in a smaller font size. Include the full name, address, and telephone number of your organization. Exhibits may be attached if they clearly illustrate specific concepts relevant to the application.

1. **Purpose of your organization:** Describe your purpose and/or mission. Provide the name(s) and direct telephone number(s) of the Board Chairperson, Organization Head and designated contact, including titles, within your organization.
2. **Program/project description:** Provide a detailed description of the program/project for which you are soliciting funds (not more than two paragraphs). Include all relevant facts regarding the program/project in the proposal itself. **Do not** rely upon a cover letter to communicate pertinent information not included in the application.
3. **Staff:** Indicate the number of paid staff employed by your organization.
4. **Staff positions and salaries:** Provide key staff positions and annual salaries. (*This information will be kept confidential*)
5. **Request:** Include the specific amount you are seeking via this application (do not include ranges); the total amount to fund the project; your organization's annual budget; and any previous annual dollar support for your organization from the Burton Foundation.
6. **Project timetable:** Indicate the month and year when your project will begin and end.
7. **Funds needed by:** Indicate the month and year when the requested funds are needed.
8. **Potential Donors:** List all individuals and organizations from whom you are seeking contributions, but who have not yet responded to your request. Include the amount you are seeking.
9. **Committed Donors:** List each committed donor for this program/project. Include amounts pledged or already received for this program/project.
10. **Board Members:** List the names and profession of the board members of your organization. Please do not include addresses.
11. **Financial Information:** The application must include the following:
 - a detailed budget for the program/project for which you are requesting a grant
 - a copy of the current year's annual budget for your organization
 - a copy of the most recent audited financial statements for your organization
 - the name/address of the individual or organization preparing these financial documents
12. **IRS Exemption Letter:** Attach your 501(c)(3) IRS Exemption Letter.
13. **Tax Return:** Attach a copy of your organization's most current tax return (990PF). Should you desire to save paper, your tax return may be copied on both sides of the paper.