



Grant/Scholarship Guidelines and Application

The Joseph R. McMicking Foundation (The Foundation) is a California non-profit corporation that was established in 1991. These guidelines are designed to assist organizations seeking our grants.

Foundation Purpose

The Foundation is dedicated to improving the quality of life, primarily to benefit San Francisco Bay Area residents through contributions, grants and scholarships for the education and welfare of children.

Eligibility

The Foundation will make grants only to organizations that are exempt from federal tax under section 501(c)(3) of the Internal Revenue Code and are not classified as private foundations under section 509(a) of the Code.

Geographic Limitations

Grants are normally given to qualified nonprofit organizations located in or directly serving residents of the San Francisco Bay Area.

Areas of Interest

The Foundation has an established interest in providing grants and scholarship for the education of children of all ages and all ethnic backgrounds in the areas of:

- Arts
- Computer Science
- Education
- Science

Program Limitations

The Foundation does not generally provide support for:

- Grants to individuals or loans.
- Organizations in support of activities to influence legislation.

The Foundation does not assume an obligation for permanent support of any activity. **However, it will consider grants for two to three years when the goals of a project require further financial support.** The Foundation will also not consider full proposals from any organization more frequently than once every twelve months.

Application Procedure

Organizations seeking information should direct inquiries by mailing a letter and Application to our Executive Director (see below). Calls of inquiry to **415.732.7890** are strongly encouraged.



The Foundation does not have deadlines for submitting proposals. Proposals are accepted throughout the year and are generally reviewed within 90 days of receipt by our Foundation.

Applicants are encouraged to prepare their proposals with a specific project or program in mind. The Foundation will consider grant requests for multiple years in duration on a single application.

Complete the enclosed application form and use as your proposal cover sheet. Include all requested items on the checklist provided. Proposal materials should not be bound. The review process will be delayed if packets are not complete.

The Foundation will not accept proposals sent by facsimile.

Review Process

The Foundation staff will review applications and letters of inquiry to determine whether the request is complete and conforms to the Foundation's basic policies, goals, objectives, and areas of focus. Depending on the size of your grant and other factors, our staff may research your request through telephone inquiries, meetings, and/or site visits.

The Foundation's Board of Directors will generally consider grant proposals within 90 days of receipt. Once a final decision has been made, the applicant organization will be notified in writing.

Reporting Requirements

In addition to the Application information, the following items are required with your grant proposal:

1. Concise description of your organization, including purpose and goals.
2. Brief résumés of the Executive Director and key staff.
3. Description of the project or program for which funds are being requested.
4. The target population the project or program addresses.
5. Plan of action including (as a separate attachment) the agency's budget and a project budget, the most current annual financial statement, current income and expense statement, and a copy of the annual audit, if available.
6. Other funding sources for the project or program, including both committed and pending sources of support.
7. The expected results including measurable objectives where applicable.
8. A list of the Board of Directors including their primary organizational affiliations.



Conflict of Interest

Members of the Joseph R. McMicking Foundation are involved in many community activities as volunteers, donors, and members of boards of directors or advisory boards. The Foundation requires disclosure by the directors of the Foundation of their involvement in organizations that are applicants to the Foundation and abstention from voting on the application of an organization in which they are involved.

Contact

Letters of inquiry and grant proposals should be addressed to:

Ms. Signe Vik

Executive Director

Joseph R. McMicking Foundation

500 Sansome Street, Suite 608

San Francisco, CA 94111



Application

Date	
Organization	Federal ID #
Address	City, ST ZIP
Business Phone	Fax
Executive Director	Email
Contact Person (if different)	Contact Phone
Date of Incorporation	Total Assets \$
Amount Requested \$	
Tax Status [<input type="checkbox"/>] 501(c)(3) (attach copy of IRS letter	

PROPOSED USE OF THE GRANT/SCHOLARSHIP FUNDS

Signature	Signature
Name (Print)	Name (Print)
Title	Title

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