

Plum Creek Foundation Grant Application

Frequently Asked Questions

Q. What are the qualifications required for organizations applying for funding?

To apply for Foundation funding, you must be a 501(c)(3) non-profit organization OR a public entity – city, town, school, fire dept., etc. If you are a non-profit organization that does not have 501(c)(3) status from the Internal Revenue Service (IRS) AND a determination letter from the IRS indicating this status, you cannot apply for funding. Note: a taxpayer identification number from the IRS is NOT proof of 501(c)(3) status.

Q. When are the applications due?

Applications are accepted throughout the year and are considered on a quarterly basis. Upcoming deadlines are listed below. *Note that applications must be postmarked, not received, by the deadline date.* Overnight packages may be sent on the deadline date.

Quarter	Postmark Deadline
2012	
First	01/31/2012
Second	04/30/2012
Third	07/30/2012
Fourth	10/31/2012

Q. Can I fill out an application online?

While you cannot submit an application online, we do have the application in a Word document that you can fill out electronically. You may download the application from the Foundation website: <http://www.plumcreek.com/CommunityInvolvement/GrantApplication/tabid/161/Default.aspx>. Or, contact the Foundation to receive a copy via email, either by phone at 206-467-3664 or email at Foundation@plumcreek.com.

Q. Can I submit my application to you by fax or email?

No. We require that the original, signed application be mailed to us and postmarked on or before the postmark deadline above.

Q. Do I need to limit the information I provide on the application to the size of the boxes under each question?

No. If you fill out the application electronically (via the Word version), you can expand the boxes to whatever size you need.

Q. The application asks for a copy of our IRS 990 form. What if we don't have to file one?

All 501(c)(3) organizations are required to file a 990 form with the IRS. If your organization's operating income is less than \$25,000.00, you are required to file a 990-N e-Postcard and must submit a copy of this with your application.

Q. Your application states that you consider grants in the areas where you operate. What do you consider your operating area?

Plum Creek operates in the following states:

Alabama	New Hampshire
Arkansas	Oklahoma
Florida	Oregon
Georgia	South Carolina
Louisiana	Texas
Maine	Vermont
Michigan	Washington
Mississippi	West Virginia
Montana	Wisconsin

For more detailed information on where our operations are located in each state, check our website [here](#). Please note that the Plum Creek Foundation generally restricts its giving to communities around our land base. Not all communities in the counties listed will be eligible for grants. If you have questions about whether your location qualifies as Plum Creek's operating area, please contact Julie Stewart at (206) 467-3664.

Q. How much funding can I request for my project?

The maximum amount of funding that can be requested on the application is \$10,000.00. However, our typical grant award is less than \$5,000.00.

Q. Will you fund a request for operating support?

We prefer to provide funding for a special project or program and strongly encourage applicants to apply for a specific project or something tangible, like equipment, rather than operating support. We generally do not provide funding for salaries, stipends or other forms of compensation.

Q. What is the Foundation's policy on repeat funding?

In order to better serve our communities, the Foundation generally does not provide consecutive year or annual funding to organizations. Organizations who have received past funding will be given a lower priority than new applicants.

Q. May I submit an application for the Foundation grant and for the Montana Great Classroom Awards program?

No. Projects that meet the qualifications for funding through the Montana Great Classroom Awards program are not eligible for funding through the Plum Creek Foundation grant program. If your project does not meet the eligibility requirements for the Montana Great Classroom Awards program, you may submit a grant application to the Foundation, providing you meet the funding guidelines for that program.

Q. Does the Foundation fund United Way chapter agencies?

No. The Plum Creek Foundation does not fund United Way chapter agencies (e.g. United Way of King County, United Way of Flathead County).

Q. Does the Foundation fund organizations supported by United Way chapter agencies?

The Plum Creek Foundation does not fund operating expense requests from United Way-funded organizations. However, the Foundation does consider capital expenditure requests from United Way-funded organizations. Applications from United Way-funded organizations MUST include a letter of support for their project from their United Way chapter.

Q. How many copies of the application do I need to send to Plum Creek?

Please send just one copy of the application and attachments.

Q. May I include additional attachments as part of my application?

Please do not include additional attachments unless they are absolutely essential to our understanding of your request.

Q. What is the timeline for reviewing the applications and funding of approved applications?

Quarter	Application Deadline	Approximate Meeting Date	Approximate Funding Date
First	01/31/2012	Mid-March	Mid-April
Second	04/30/2012	Mid-June	Mid-July
Third	07/30/2012	Mid-September	Mid-October
Fourth	10/31/2012	Mid-December	Mid-January 2013

Note: The Foundation's policy prohibits the funding of completed projects. If your project is complete prior to the approximate funding date, your application will not be considered.

Q. When will I be notified of the Foundation's decision regarding my application?

The Foundation Board meets to review grant applications approximately 4-6 weeks after the application deadline date. When we receive your application, we will send you a postcard notifying you that we have received the application. The postcard will indicate the approximate date of the meeting during which your application will be considered. You will receive written notification of the Foundation Board's decision approximately two weeks after the meeting date.

Q. To whom should I address my cover letter to the Foundation?

Correspondence to the Plum Creek Foundation may be addressed to:
Julie Stewart, Administrator
Plum Creek Foundation.
999 Third Avenue, Suite 4300
Seattle, WA 98104

Additional Questions:

Julie Stewart

Phone: (206) 467-3664

Email: Foundation@plumcreek.com

