



Plum Creek

Growing Value from Exceptional Resources

Plum Creek Foundation Grant Application

The mission of the Plum Creek Foundation is to provide philanthropic contributions to community organizations to support and improve the general welfare and quality of life in the communities that Plum Creek serves.

Plum Creek Foundation

999 Third Avenue, Suite 4300 • Seattle, Washington 98104

Phone: 206-467-3664 • Email: foundation@plumcreek.com

GUIDELINES

We are pleased to present the Plum Creek Foundation Application Packet. Applications for grants are sought from organizations meeting the Foundation's criteria. Please carefully read the information included here. If you believe your organization meets the guidelines, please submit an application.

HOW TO APPLY

Please carefully complete the application form, returning the original, signed application with the required attachments. **Faxed or emailed forms will not be considered for funding.** The application form may be reproduced by computer. You may also request this form on a diskette or as an E-mail file by calling (206) 467-3664. Please do not place the form in a binder or other type of cover or otherwise alter the form.

Incomplete applications will be returned for further information before being placed in our quarterly evaluation cycle. **An application is considered incomplete if it does not contain all required attachments, is not signed and dated, or has unanswered questions.**

All applications should be mailed directly to Plum Creek in Seattle. Applications are reviewed on a quarterly basis. A written response will be sent to you when a decision has been reached.

CONTRIBUTION POLICY

1. Contributions are limited to: 1) non-profit, organizations which have obtained tax-exempt status under Section 501(c)(3) of the Internal Revenue Service (IRS) Code; or 2) public entities which are tax exempt under Section 170(c). Proof of the exemption in the form of a copy of the IRS Determination Letter must be submitted with the application for all 501(c)(3) organizations.
2. Contributions are limited to currently active projects. Applications for completed projects will not be considered.
3. Contributions are generally limited to those communities in which Plum Creek has operations.
4. The maximum contribution per grant is \$10,000.
5. Organizations are encouraged to apply for specific projects or equipment rather than general operating support.
5. Repetitive grants will be given a lower priority than new applicants.

6. Contributions will be considered in these categories:
 - a. Human service organizations that serve children, troubled youth, low income and/or needy individuals, senior citizens, victims of abuse, or provide related services.
 - b. Educational institutions, both public and private. Preferably, contributions will be directed toward the improvement of the quality of education. Ordinarily, they will not be made to finance the expansion of a student body, the payment of scholarships, or other projects normally funded through a taxing authority.
 - c. Youth organizations such as the Boy Scouts of America, Girl Scouts of America, Camp Fire, 4-H Clubs, Future Farmers of America, Junior Achievement and similar groups.
 - d. Hospital and medical programs, equipment and special projects. Operating expenses will not be covered.
 - e. Cultural organizations including performing arts, visual arts, historical centers, public and educational broadcasting, and other related activities.
 - f. Environmental education and conservation programs.
 - g. Civic service organizations that handle crime prevention, parks and recreation facilities, or community development.
7. Contributions for the following types of groups and uses will generally not be considered:
 - a. Salaries, stipends and other forms of compensation.
 - b. Religious organizations for religious purposes.
 - c. War veterans and fraternal service organizations.
 - d. United Ways and operating expense requests from United Way-funded organizations.
 - e. National health organizations and programs, including local chapters.
 - f. Endowments or scholarships.
 - g. Grants or loans to individuals.
 - h. Fund-raising events, i.e., tickets, dinners, telethons.
 - i. Corporate memberships or contributions to Chambers of Commerce, taxpayer associations, and other organizations whose activities are expected to directly benefit Plum Creek.
 - j. Political organizations, campaigns, and candidates.
 - k. Donations of land.

PLEASE SEND ALL APPLICATIONS AND CORRESPONDENCE TO:

Julie Stewart, Administrator
Plum Creek Foundation
999 Third Avenue, Suite 4300
Seattle, Washington 98104
Phone: 206-467-3664

INSTRUCTIONS

Please answer each question below completely (answer spaces may be enlarged) and **attach the following additional required information:**

1. General financial info:

- A. Project budget (include a copy of any bids or estimates)
- B. Overall organization budget (for 501(c)(3) organizations only)
- C. Principal sources and amounts of ongoing annual support (for 501(c)(3) organizations only)

2. List of your organization's Board members.

3. Proof of non-exempt status:

For 501(c)(3) organizations

- Provide a copy of your organization's IRS Determination Letter certifying your 501(c)(3) tax-exempt status. *Note: a state notice of tax-exempt status or a taxpayer ID notice from the IRS will NOT be accepted as an alternative to the Determination Letter.*
- Copy of latest IRS Report 990, 990-PF or 990-N
Note: All 501(c)(3) organizations MUST provide a copy of their latest 990 filing or a copy of the 990-N e-Postcard.

For government or public entities

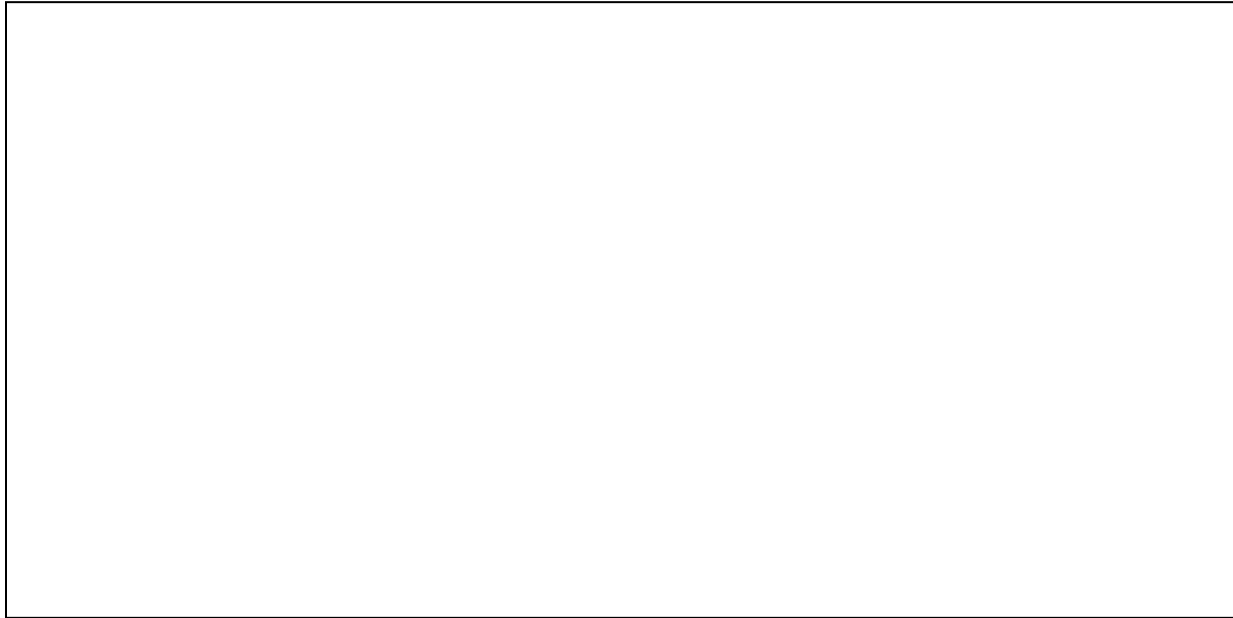
- Provide a brief statement on your organization's letterhead indicating that your organization has government agency status.

4. United Way Letter: IF your organization receives operating funding from the United Way, please include a brief letter of support for your project from your local United Way chapter.

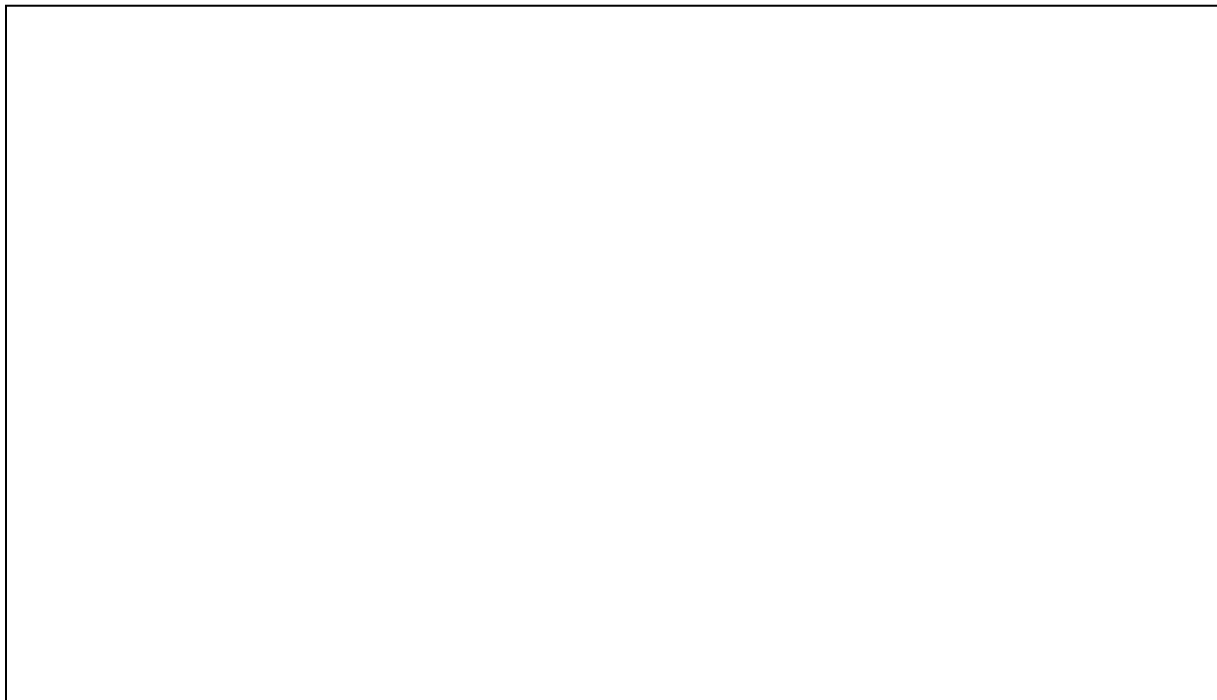
Additional attachments are not encouraged unless they are absolutely essential to our understanding of your project. Applications must be signed and dated. Please do not include binders or other covers. **Applications not prepared according to these instructions will be returned.**

(1) Project Description - Please describe the project in detail.

(2) Need – What are the problems that this project will address?



(3) Time Line – Please explain the steps you will take to implement this project and the dates on which you expect to accomplish each step.



(4) Support – What kind of support exists for this project? (Please be as specific as possible. Include names of community groups, etc.)

(5) Future Support – How will this project be financed in the future?

(6) Our Funds – Specifically, how will Plum Creek's grant be used?

(7) Relevance to Plum Creek – Why should the Plum Creek Foundation support this project?

APPLICATION CHECKLIST

- Application fully completed and signed
- Description of any previous grants from Plum Creek and how these funds were used
- Financial information (project budget, organization budget, major sources of support)
- List of Board Members
- Letter from your United Way if you receive United Way operating funds

For 501(c)(3) organizations:

- Copy of IRS Determination Letter
- Copy of most recent IRS Report 990, 990-PF or 990-N

For government or public entities:

- Statement of government agency status on organization letterhead

SEND APPLICATIONS TO:

Julie Stewart, Administrator
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Seattle, Washington 98104

Phone: 206-467-3664