

THE CARL GELLERT AND CELIA BERTA GELLERT FOUNDATION
2171 Junipero Serra Boulevard, Suite 310
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(650) 985-2080
www.gellertfoundation.org

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2012 APPLICATION GUIDELINES AND SUBMISSION REQUIREMENTS

Deadline: Wednesday - August 15, 2012

Our Foundation's policy is to promote exclusively religious, charitable, scientific, literary or educational purposes, restricted to local giving in the nine counties of the greater San Francisco Bay Area - Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

The following are not funded by the Foundation - individuals, organizations which do not have proof of current IRS 501(c)(3) tax exempt status AND classification as a public charity under Sections 509(a)(1) and 170(b)(1)(A) of the Internal Revenue Code (IRC), fiscal sponsors, private foundations, and organizations outside the nine counties of the San Francisco Bay Area. In addition, the Foundation does not fund sponsorships or fund-raising events such as dinners, walk-a-thons, tournaments, fashion shows, etc., or lobbying and attempts to influence legislation.

Completed grant requests with all items listed on pages 2-3 (**even if you have submitted a proposal to us in prior years**) that are received at the following address by August 15, 2012 will be considered by the Board of Directors. Electronic submissions (fax, email, etc.) will not be accepted.

Attention: Jack Fitzpatrick, Executive Director
THE CARL GELLERT AND CELIA BERTA GELLERT FOUNDATION
2171 Junipero Serra Boulevard, Suite 310
Daly City, CA 94014

Applications and proposals are welcome throughout the year. **However, due to the high submission of requests on or near the deadline day, only those requests received in our office by August 8, 2012 will be reviewed for completeness prior to the actual deadline date of August 15, 2012.**

The Foundation will not accept any requests or parts of requests that are postmarked on or prior to August 15, 2012 that are NOT RECEIVED in our office by that date. This requirement also applies to commercial delivery services (e.g. FedEx, UPS, etc.), courier services, messengers, etc. where the service does not complete the delivery by August 15, 2012. In fairness to all applicants, no exceptions will be made to the stated requirements or deadline.

All submissions, whether complete or incomplete, will be acknowledged in writing only. After requests have been considered, funds are generally distributed near the end of December, as approved by the Board. Notification of Board decisions is automatically made to all applicants in writing only.

Photos, videos, newsletters, binders, brochures, etc. will not be submitted to the Board or returned to you, and should only be submitted if requested by our office.

PLEASE SUBMIT ONE COPY OF ITEMS 1 - 5 TO THE FOUNDATION OFFICE NO LATER THAN AUGUST 15, 2012.

Please note that the name of the organization applying for a grant must be consistent on all required documentation (Application, Letterhead, IRS Letters, Form 990/990EZ/990N, etc.); the tax ID number/EIN must also be the same on all documentation; AND all documentation must show the address of your organization to be within one of the nine counties of the San Francisco Bay Area.

1. APPLICATION FORM

A “2012 Grant Request Application” form published by The Carl Gellert and Celia Berta Gellert Foundation with an original signature. ALL line items on this form must have an entry. Please do not leave any lines blank, or enter “refer to proposal”, or enter “see reverse/attached” on any lines. All information required on this form is limited to the space provided. Additional information may be provided with the full proposal requirement (See Item 5 below). Hard copy forms may be typed or hand printed.

A hard copy of our 2012 Grant Request Application may be obtained by calling The Foundation office at (650) 985-2080, OR

Online application forms may also be printed from our website at www.gellertfoundation.org. You may either print a copy for completion, signature and submission OR complete the application on line and print the completed copy for signature and submission. When choosing the online methods, the application form will open in Adobe Acrobat.

Recreated or modified (cut and paste, scanned, etc.) applications, even if similar to our hard copy provided to you or downloaded from our website, WILL NOT BE ACCEPTED.

2. 501(c)(3) – Tax Exempt Classification DOCUMENTATION

A copy of the Final Determination letter from the Internal Revenue Service demonstrating that the applicant is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. If applicable, the following requirements also apply:

- A. DBA (Doing Business As)** - If the name on your determination letter differs from your DBA, we require a copy of the County approved form registering the DBA name.
- B. Name Change** - If you have changed the name of your organization since your final determination letter was issued, we require a copy of the letter from the Internal Revenue Service which acknowledges the change of name. We require copies of the succession of name changes from the Internal Revenue Service, beginning with the final determination through the current organization name that is listed on your application form, your letterhead, and your Form 990/990EZ/990N.
- C. Group Rulings** - If your organization is included in a group ruling, this requirement should be satisfied with a copy of the page in the most recent “Official Directory” of the group, listing your organization, with your organization’s name highlighted. For example, if you are part of a Catholic group ruling, this requirement may be satisfied with a copy of the page in the most recent “Official Catholic Directory” which lists your organization, with your organization’s name highlighted.

If your group does not have an “Official Directory”, you must submit a copy of the Group Ruling letter which indicates 501(c)(3) tax exempt status for the group AND documentation from the IRS indicating your inclusion within this group ruling. The name listed on our application form and the entity listed in the group ruling directory should be the same. **This option should only be used if you DO NOT have an “Official Directory”.**

Committees, clubs, etc. operating within a church or school must submit all required documentation under the name of the church or school who holds the 501(c)(3) status.

3. 509(a)(1)-Not a Private Foundation and 170(b)(1)(A)-Public Charity DOCUMENTATION

A copy of the Final Determination or Advance Ruling letter from the Internal Revenue Service classifying the applicant as not being a private foundation under IRC section 509(a)(1) but rather a public charity under IRC sections 509(a)(1) and 170(b)(1)(A). This is usually included in the 501(c)(3) classification letter.

- A. Advance Ruling Period - If you are considered a public charity because of the receipt of an Advance Ruling, and that Advance Ruling Period expired prior to June 9, 2008, we require a copy of your Form 8734, Support Schedule for Advance Ruling Period, as submitted to the Internal Revenue Service requesting final determination.

4. FINANCIAL REPORT

A. All Applicants

- **Budget** for the **project** for which you are requesting funding.

B. Form 990 or Form 990EZ Filers

- One unbound copy of the most recently filed Form 990 or 990EZ of the organization applying for a grant. The Form 990/990EZ must be a complete copy as submitted to the Internal Revenue Service, including Schedules A and B, as well as all other attachments, statements, and schedules referenced in the Form 990/990EZ.

C. Form 990N Filers

- A copy of the receipt of 990N filing **AND**
- One unbound copy of your most recent audited annual financial statements, if an audit is conducted **OR**
- A year to date **Profit & Loss Statement** for the organization applying for a grant **AND**
- A year to date **Balance Sheet** for the organization applying for a grant

D. Exemption from Filing Form 990 or Form 990EZ

If you are exempt from filing Form 990 or Form 990EZ, we require the following items:

- Written submission of exemption from filing, as defined by the Internal Revenue Service *General Instructions for Form 990 and Form 990-EZ, Item B-Organizations Not Required To File*, specifically referencing the exemption item in these instructions that applies to the organization applying for a grant. To view these instructions, please visit the IRS website at www.irs.gov. **This letter should be on your letterhead and signed by an officer of your organization. Please note that a Group Ruling document does not meet this requirement.**

Example for a Religious School: Please be advised that “ABC School” is exempt from filing Forms 990 and 990EZ because ABC School is a school below college level affiliated with a church or operated by a religious organization.

AND

- One unbound copy of your most recent audited annual financial statements, if an audit is conducted **OR**
- A year to date **Profit & Loss Statement** for the organization applying for a grant **AND**
- A year to date **Balance Sheet** for the organization applying for a grant

5. **FULL PROPOSAL**

One unbound proposal, not to exceed 5 pages, excluding Items 1-4 above, to include the following format:

- A. A brief history and statement of the current goals and activities of the organization.
- B. A brief outline of the project and phase of project for which the organization seeks funding, showing demonstration of need, population served, specific objectives and outcomes, timeline of the project, amount of funding required for the project, and the specific amount of funding (*no ranges*) requested from our Foundation.

Since you know your priorities, we require that you select one project and the request amount when you submit the application for your organization. Please refer to the prior recipients section at our web site to see if your project might fit within our areas of interest.