

THE CARL GELLERT AND CELIA BERTA GELLERT FOUNDATION

RECOMMENDATIONS TO CONSIDER WHEN COMPLETING YOUR GRANT SUBMISSION

In order to assist you with the submission of a grant request in 2012, we have provided some suggestions which we hope are helpful.

1. Utilize our 2012 Grant Submission Checklist to insure your packet is complete prior to submission.
2. Print a copy of our 2012 Application Guidelines and Submission Requirements. You may want to share a copy with team members involved in the request process.
3. Thoroughly review the 2012 Application Guidelines and Submission Requirements. Even though they appear to be the same, they are updated annually and a thorough review will increase your chances of submitting all documentation required.
4. Print a copy of our 2012 Grant Request Application form. This will allow you to see all the information required and prepare your responses prior to entry on our online form.
5. Review your 2012 Grant Request Application form to insure all line items are complete and you have obtained an original signature.
6. Review each of the individual documents within your request to insure all pages printed or copied correctly. Pages are sometimes omitted when printing or copying.
7. Don't assume. Visit the Frequently Asked Questions (FAQ's) section of our website. If you are unable to find answers to your questions there or in the 2012 Application Guidelines and Submission Requirements, contact Marie Bentley, Administrative Director, at 650-985-2080 or info@gellertfoundation.org.
8. Submit your complete grant request as early as possible. Our deadline is August 15, 2012. However, if you submit your documentation prior to August 8, 2012, we will make every effort to review your packet for completeness so we may contact you if any information is missing, allowing you ample time to provide the missing documents by the August 15, 2012 deadline.