

THE MARPAT FOUNDATION INC., P.O. BOX 1769, SILVER SPRING, MD 20915-1769

**2012 GRANT APPLICATION GUIDELINES - STAGE ONE**

The MARPAT Foundation has a single annual grant cycle. The application process has two parts. Any qualified organization may submit the Stage One Summary Sheet **on or before 6 p.m. on MAY 25, 2012.**

**Note: The MARPAT Foundation is spending down its assets and will be making its final round of Wards 7 & 8 Initiative grants in 2012; and its final round of regular annual grants in 2013.**

**Eligibility: To be considered for 2012 grants, applicants for the Wards 7 & 8 initiative must have received a grant in 2011, or be invited to apply by MARPAT. Applicants in all other categories must have received a grant in 2006 or later, or be invited to apply by MARPAT.**

The Stage One Summary Sheet and a list of 2011 grants may be found at [www.foundationcenter.org/grantmaker/marpat](http://www.foundationcenter.org/grantmaker/marpat) in February. All applicants will receive a response by the end of June. Those applicants that the Directors wish to consider further will be invited to submit a Stage Two application that will be mailed to them. The Stage Two application is considerably more time consuming and must be received by MARPAT **on or before August 24, 2012** to be considered. Stage Two applications will not be considered unless invited.

MARPAT Foundation grants are made for public charitable purposes to organizations determined to be tax-exempt under section 501(c)(3) of the U.S. Internal Revenue Code of 1986 and which are not private foundations. Submit a copy of the IRS letter of determination with your summary sheet. Grants have usually ranged from \$5,000 to \$50,000.

Generally, grants will only be made to organizations based in or benefiting the greater Washington metropolitan area. Generally, they are made to organizations that either:

- promote excellence in the visual and performing arts
- encourage family planning, including direct services
- conserve natural resources or advance knowledge of the natural world
- promote international understanding
- preserve historic resources or advance knowledge of American history and culture, or
- expand opportunities in the District of Columbia's Wards 7 and 8 for low-income youth and adults (see below for more details about the Wards 7 & 8 Initiative).

The MARPAT Foundation does not make grants for medical research, to individuals, or to organizations based outside the United States. Generally grants are not made to heavily endowed organizations or to support endowment funds. Receipt of grant funds one year is not assurance of future funding.

For further information about the application process, please **write** to Ms. Joan Koven at P.O. Box 1769, Silver Spring, MD 20915-1769 or **e-mail** [jkoven@marpatfoundation.org](mailto:jkoven@marpatfoundation.org). Applications may be addressed to the post office box or, if delivered by Fed-Ex, UPS or courier, to MARPAT at 601 Springloch Road, Silver Spring, MD 20904.

*In order to apply for a grant in 2012 you must have already reported on MARPAT grants received prior to 2011. Reports on grants received in 2010 must have been received by December 31, 2011.*

### **MARPAT Foundation Wards 7 & 8 Initiative**

**To be considered for 2012 Wards 7 & 8 Initiative grants, applicants must have received a grant in 2011, or be invited to apply by MARPAT.**

A major focus of the Initiative is to increase employment opportunities for low-income residents of Wards 7 & 8. To that end, the MARPAT Foundation has targeted two priority areas of interest - Employment/Workforce Development and Education.

- **Employment/Workforce Development** is defined as programs that effectively prepare low-income adults and youth to economic self-sufficiency and stability.
- **Education** is defined as programs that prepare youth and adults for successful completion of education and/or employment training programs.
- Limited funding is also available to support: youth development/enrichment; family support and child development; health/mental health; housing and homelessness; substance abuse treatment and prevention; violence prevention and victim advocacy; and advocacy for citywide policy changes that will benefit low-income residents of Wards 7 and 8.
- Applications for arts projects or programs primarily serving disadvantaged youth, or that are part of an enrichment or social development program, must meet the geographic and other criteria of the Wards 7 & 8 Initiative.

The MARPAT Foundation is collaborating with The Community Foundation for the National Capital Region in its Wards 7 & 8 Initiative. Applicants are encouraged to contact the Community Foundation concerning eligibility for the Wards 7 & 8 Initiative: **Kensei Phillips**, Director, Philanthropic Advisory Services, Community Foundation for the National Capital Region at [kphillips@cfncr.org](mailto:kphillips@cfncr.org) or via telephone at (202) 263-4769 and fax (202) 955-8084.

MARPAT's most recent IRS 990PF Information tax returns are available at cost from: Ruth Flynn, Esq. PLLC, ([rflynnesq@earthlink.net](mailto:rflynnesq@earthlink.net)). They are available free of charge from the Foundation Center's Library.

## **AN EXPLANATION OF SOME OF OUR REQUIREMENTS....**

**MARPAT is not a staffed foundation and the summary sheet is designed for our use and our database.**

- Please do NOT reformat the summary sheet, add your own logo, use heavy-weight paper, or extend it to two pages. Use standard 20 lb. copy paper and 12 point type in black ink. It is on a single 8.5 x 11 page so that we can identify the most basic information quickly.
- If the answers on your summary sheet go over the word limits, or if you submit more than one page, then some of the information you provide may not be considered.
- Do not fold your proposal. Mail it in a large flat envelope so that we can easily copy it.
- Include a single self-addressed envelope so that we can acknowledge receipt of your application. This will be our only acknowledgement.
- Enclose a copy of any overdue report not previously submitted.
- A cover letter is unnecessary; no enclosures except the summary sheet and IRS letter of determination will be considered.
- If you mail your application in a timely manner it will allow us to alert you if you have omitted important information. If it is received on the deadline, then there is no time to notify you of any problems.

Understand that late applications will not be considered. We do not accept electronic submissions. Please allow plenty of time as we know from experience that the US Postal Service may not deliver first class or priority mail in 2 or 3 days, and that even couriers, UPS and FedEx can misdirect mail.

If you operate under the fiscal responsibility of another non-profit organization, then any grant will be made to that agency on your behalf.

MARPAT does not have a staffed office. Our work is undertaken by a volunteer board and part-time staff. Please do not telephone our office to offer additional information, to request a meeting, to suggest a field visit, or to ask for confirmation that an application has been received. We will contact you if we need further information. If you have a question that is not covered by our guidelines, contact Joan Koven by e-mail ([jkoven@marpatfoundation.org](mailto:jkoven@marpatfoundation.org)).

The MARPAT Foundation thanks you in advance for following all of the above instructions.