

# MYRA FOUNDATION

Post Office Box 13536  
Grand Forks, North Dakota 58208-3536

## GRANT APPLICATION GUIDELINES

# **MYRA GRANT APPLICATION GUIDELINES AND BACKGROUND INFORMATION**

## **I.**

Myra Foundation was organized under and pursuant to the terms and conditions set forth in the last will and testament of the late John E. Myra, who at the time of his death in 1939 had business and farming interests in Grand Forks County, North Dakota. He resided at Emerado, North Dakota.

## **II.**

The Foundation was founded for charitable and educational purposes, and therefore its grants have been limited to those for such purposes. Because of the great amount of grant applications received in recent years, the effective focus of the Foundation's energies and limited resources has required that it concentrate its grant making activity in the Grand Forks County area. Consequently, the Foundation has limited its grants to qualified organizations and institutions located within Grand Forks County and serving or benefiting the citizens of such county, including the City of Grand Forks.

## **III.**

An application for a grant from Myra Foundation must be accompanied by appropriate evidence of the applicant's tax exempt status, which shall include a photocopy of the most recent ruling or determination letter received by applicant from the Internal Revenue Service regarding applicant's status under Section 501(c)(3) of the Internal Revenue Code, and its status or classification as a foundation. The aforementioned IRS letter should be accompanied by a statement or declaration by applicant confirming that it has received no notice of any adverse action by the IRS with respect to its status or classification. Grants will be made only to organizations or institutions which are and

remain tax exempt under specific provisions of Section 501(c)(3) of the Internal Revenue Code, and which are not private foundations as defined in Section 509(a) of such code.

#### IV.

In the case of a grant application by or for a unit of government, including state, county, city or town, or agency or subdivision thereof, the application should be accompanied by appropriate evidence of the establishment of the particular governmental unit or agency. Such evidence may be in the form of a certified copy of the document by which it was established or a letter or statement by competent authority regarding its establishment and its governmental function. Such governmental unit, agency or subdivision should be identified and designated by its full and correct name or legal title.

#### V.

Grant applications should be submitted in writing, but no particular form of application is required. An application for a grant may be in the form of a letter, or any other form, so long as it provides necessary details including or adequately covering certain information, statements and agreements which are needed by the Foundation, including the following:

1. Applicant's full and correct name, address and telephone number.
2. Names, addresses and titles of all officers and members of applicant's governing board. If the officers or board members should change, the Foundation should be notified promptly in writing and provided with the same information pertaining to the replacements.
3. General description of applicant's purposes objectives and activities, including a summary of its background and experience in the area for which funds are being requested.
4. Clear and concise description and explanation of the particular program or project for which a grant is sought, why it is considered important, what it is expected to achieve or accomplish, and the amount of money which applicant is requesting, specifying for what

the money will be used and when it is needed if there is any definite time or deadline.

5. Name, title and address of applicant's officer, director or other duly authorized representative to contact and who will be administering or in charge of carrying out the proposed program or project, and information concerning such person's experience and qualifications. If this contact person should change or be replaced at any time, then the Foundation should be notified promptly in writing and provided with the same information pertaining to his or her successor.
6. List and identify any and all other sources of funding which may or are expected to be available for use in connection with the proposed program or project for which grant funds are requested, including the extent of any known amounts of other funding, and also the names and addresses of any other persons or organizations which may be approached for further support if necessary.
7. Agree that any grant funds provided by Myra Foundation shall be used or spent solely for the purposes for which requested and made, and that applicant will provide full, complete, specific and detailed reports in writing on how and for what the grant funds provided by the Foundation are used, applied or spent, and activities carried on under the grant, and an evaluation of what was achieved or accomplished by and with the grant funds, agree further that at least one such report will be made within 12 months after such grant is made, or if the program or project should be completed prior thereto then upon completion thereof, and at such other times that the Foundation may request any such reports, and agree further to maintain such records and accounts as will enable the recipient of a grant to submit reports to the Foundation upon request at any time and at any stage of a funded program or project in progress showing the amount of money spent and the amount of any remaining balance of the grant funds provided by the Foundation. Such reports are to enable the Foundation to comply with the provisions of Section 4945(h) of the Internal Revenue Code regarding the Foundation's expenditure responsibilities under the law.
8. Agree that the total amount of any grant, or of any payment thereof, may be discontinued, modified or withheld by the Foundation at any time, and any grant funds not yet used or expended shall be returned to the Foundation promptly upon its request, if in the judgment of the Foundation such action is necessary to comply with the requirements of the Internal Code or any law.

9. Agree that applicant will return or repay to the Foundation any part or portion of the grant which is not used or spent for the designated purposes for which the grant was requested and made.
10. Provide evidence that the request for grant is approved and endorsed by applicant's governing board, which may be in the form of a certified copy of an excerpt from the minutes of a duly convened meeting of applicant's directors or governing board, or a statement in a letter from an authorized officer of applicant's organization quoting action taken by applicant's governing board at a duly convened meeting thereof.
11. Provide a detailed income and expense budget for the specific program or project for which funding is being requested, showing how the major elements of expense have been determined or estimated.
12. Provide a copy of the applicant's current or proposed overall operating budget for the year in which grant funds are sought, or an explanation for why such budget is not available or when it can or will be available.
13. Provide an audit balance sheet and complete income and expense statement for applicant's previous fiscal year, or an explanation for why the same is not available or when it can or will be available.
14. Provide a copy of the latest information Form 990 filed by applicant with the Internal Revenue Service.
15. Provide all documents mentioned in either Part III or Part IV thereof.

## **MYRA GRANTMAKING POLICIES AND OTHER INFORMATION**

### 1.

Applications or letters requesting grant funds from Myra Foundation may be submitted at any time. However, most of the foundation's grants usually are not finally determined or funds allocated until into the fourth quarter of the calendar year, and the majority not until November or December when funds usually become available or can be determined or at least anticipated. This situation is due largely to the fact that the Foundation's income is derived from the leases of its farm land on a crop share basis, and such income cannot be determined or realized until after the crops are harvested and can be marketed.

### 2.

The Foundation's long-term support of some existing and continuing programs or projects, such as the Myra Museum, Myra Arboretum, Myra Scholarships and other University of North Dakota programs, to mention but a few of a rather substantial number which have been funded most years by the Foundation, tends to limit the number of new grantees that can be considered. And because the many requests for funding always exceeds the money available for grants, some otherwise qualified organizations may have worthy programs or projects which meet the Foundation's criteria but, nevertheless and regrettably, cannot be funded.

### 3.

The Foundation generally will not make a multiple year commitment to a grant recipient. Although the Foundation's review of a grant recipient's programs, projects or services may possibly result in a series of annual commitments, any commitment of funds or series

of annual commitments shall not constitute and should not be interpreted or construed as either a pledge, promise or guarantee of any continuing support or commitment.

4.

The Foundation does not make loans and does not provide grants to individuals.

5.

Myra Foundation, although a relatively small foundation, nevertheless has tried to help fund as many worthy programs and projects as possible. At the same time, however, the Foundation has come to realize that it must resist or avoid spreading its grant funds too thin or over or among too many different recipients, thereby tending to render its grants of too little value. As a result of this situation, the Foundation has tried to keep the amount of its grants at a level where the amount awarded in each case will be helpful, meaningful and of real value to the recipient, rather than too little to make much difference or provide much assistance. However, this seems to be a constant situation confronting the Foundation which must be resolved but requires no little effort and restraint when attempting to balance a natural desire to help as many as possible with or against just as great a desire to be able to award grants for amounts sufficient to be meaningful and valuable and enough to make a real difference, which is one of the principal aims of the Foundation.

## CHECKLIST FOR MYRA FOUNDATION GRANT APPLICATIONS

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*Myra Foundation grant applications are due November 1.*

Whatever the form of your application for Myra grant funds, it should include or be accompanied by copies of the following, or provide an explanation for any omission thereof:

1. IRS Determination Letter 501(c)(3).
2. In case of governmental units, evidence of establishment thereof and governmental function.
3. List of applicant's officers and directors.
4. Complete budget for proposed program or project.
5. Applicant's current annual operating budget.
6. Audited financial statements of applicant's previous year's activities.
7. Applicant's complete IRS Report 990 and all accompanying schedules.
8. All agreements mentioned in paragraphs numbered (7), (8) and (9) as well as all other information requested in Part V of Myra Grant Application Guidelines.
9. Any information not addressed in the Grant Application Guidelines which applicant determines or believes will significantly assist the Foundation in the evaluation of its request for a grant.
10. Do not include any material that must be returned.