



2010 Grant Application Summary

Organization Name:

Federal Tax ID #:

Is your organization a 501(c)(3)?:

Contact person:

Title:

Mailing Address:

Telephone number:

Email address:

Organization's web address:

2010 Grant request: \$

Have you submitted a grant to the SMCF in prior years?:

All prior grants requested/received from SMCF:

Please summarize your mission:

Please summarize the purpose of this grant:

Please provide the net worth of the applicant organization or parent:

Please indicate if you are a local affiliate, branch or chapter of a national organization. If so, please name:

Please provide a brief overview of your sources of revenue:



## 2010 Grant Application

The Sean McDonough Charitable Foundation, Inc. was established to ensure that children's charities throughout Massachusetts would receive the funds they require to achieve their goals.

The Board of Directors of the Sean McDonough Charitable Foundation, Inc. will meet annually in December to determine funding priorities.

***Applications for this year are due to the Sean McDonough Charitable Foundation, Inc. by October 1, 2010. Please note that applications must be sent to our Post Office box and plan accordingly. There is no drop off location or physical address for delivery of grant applications.***

The Board of Directors of the Sean McDonough Charitable Foundation, Inc. reserves the right and power to determine recipient qualifications, funding priorities, and award such grants as the Board of Directors deem consistent with the Foundation's Articles of Organization and mission statement of improving the quality of life of children in Massachusetts.

Grant recipients must have received a determination letter granting the organization an exemption from federal income taxation under Section 501(a) of the Internal Revenue Code, as a 501(c)(3) organization and must be Massachusetts-based and child-related with programs and purposes consistent with the mission of the Sean McDonough Charitable Foundation, Inc...

The Sean McDonough Charitable Foundation, Inc. asks that requests for grants or other funds be submitted in writing. There are no specific application forms, but the Board of Directors wishes the following information to accompany each grant request:

1. Name, address, contact officer, and telephone number of the tax-exempt organization which will be the recipient of the grant or funds.
2. The amount requested, and a complete statement of why the grant is needed and what will be done with the money, as well as the identity of any person or entity that will benefit from such grant.
3. Position or relationship to the applicant organization of the individual signing the grant request, and that the grant request has been authorized by the governing board to be submitted on behalf of the requesting organization.
4. Lists of contributions received during each of the preceding three years, and the current year, from other foundations or sources, including from individual, business and government sources; include the names of the sources with the amounts received from each for memberships or contributions of \$5000.00 or more.



5. Whether aid is being sought on this project or will be requested from other foundations or any other sources; whether such solicitation is contemplated; and, if so, the names of these sources and the amounts requested from each over \$5,000. (This is for informational purposes only and should not be interpreted to mean that we discourage aid from other sources; in fact, we strongly encourage participation of other donors.)
6. Significance of the grant; that is —
  - (a) What the grant is expected to accomplish and how such accomplishment will further you're the applicant's exempt purpose or purposes; and
  - (b) How the project or operations will be financed after funds from this Foundation are expended.
7. Tests by which the effectiveness of the grant, if made, should be judged when the grant funds have been expended, or results known.
8. A detailed budget of the project or need, showing how the requested funds from this Foundation would be spent. (Three columns usually are effective: Line Item, Total Project, and Foundation Funds.)
9. An explanation of why the organization cannot assume the budget or costs of the project with its own resources and fundraising.
10. A statement that the requesting organization will furnish a report showing how the funds were spent and that funds were spent solely for the purposes for which the grant is sought. Such reports must satisfy the requirements of the Sean McDonough Charitable Foundation, Inc., the Internal Revenue Service, and may be required to be certified by a Certified Public Accountant. If a grant is made by the Foundation to your organization, you will be expected to accept the terms and conditions set out in Exhibit "A" attached to the Grants Policies and Procedures Statement.
11. The length of time for which the Foundation aid will be needed, including a timetable showing starting date and completion dates for the project or for use of the grant funds. Please do not omit this information, and advise us of changes, if any.
12. The names, occupations and business affiliations of each of the Board of Directors or the Trustees responsible for the management of the requesting organization.
13. The names and qualifications of the persons proposed to manage the grant, if made.



14. Please identify any relationship that your organization, its officers, directors, trustees, members, substantial contributors, and/or affiliates have with any officer or director of the Sean McDonough Charitable Foundation, Inc. A list of such officers and directors of the Sean McDonough Charitable Foundation, Inc. is enclosed for your convenience.
15. The application must furnish as attachments:
- (a) A copy of its determination letter with addendum, if any, from the Internal Revenue Service demonstrating that it is an organization exempt from Federal Income Tax *under Section 501(c)(3) of the Internal Revenue Code*.
  - (b) A statement signed by you that your organization's tax exemption under IRC Section 501(c)(3) and your status under Section 509(a) has not been revoked or modified.
  - (c) If the applicant is a unit of government, evidence of this relationship shall be submitted, and the legal title of the organization provided.
  - (d) Its latest annual IRS Form 990, 990EZ, or 990 PF, or Probate Account, or Federal Form 1120, a Balance Sheet, and detailed Income Statement (as audited by the organization's Certified Public Accountant, if such audits are required by the Division of Public Charities of the Attorney General of the Commonwealth of Massachusetts). Provide the most recent quarterly or monthly management financial statement as well, if the annual statement is more than three months old. This recent information should include a balance sheet and year-to-date income statement.
  - (e) Certification that the applicant has registered as a Public Charity with the Division of Public Charities of the Attorney General of the Commonwealth of Massachusetts.
  - (f) Copies of the applicant's most recent Form PC, with schedules, the Public Charities Annual Report as filed with the Division of Public Charities of the Attorney General of the Commonwealth of Massachusetts and a copy of the organization's Certificate of Solicitation unless otherwise exempted.

**Grant requests should be addressed to:**

The Sean McDonough Charitable Foundation, Inc.  
Post Office Box 710217  
North Quincy, MA 02171

*Please note, this is the only delivery address for grant applications*



## Exhibit A

The total amount of this grant, or of any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Sean McDonough Charitable Foundation, Inc. such action is necessary to comply with the requirements of law, or to comply with the requirements of Internal Revenue Code, regulations, or rulings.

This grant and notice of approval are also subject to your performance of the following terms and conditions:

1. That a progress report be filed, at least annually but no later than October 1, 2010, stating what is being accomplished by the grant funds.
2. That at the request of the Foundation, but to be filed with the Foundation at least at the end of the grant, whether requested or not, complete financial details of your administration of the grant including a statement showing the actual disbursements made and the persons to whom such disbursements were paid, and that such payments were made for the purposes of the grant. Any portion of the grant which is not used for the designated program shall be repaid to the Sean McDonough Charitable Foundation, Inc. The Foundation may require the report be certified by a firm of Certified Public Accountants of your selection.
3. Upon completion of the grant, to provide Sean McDonough Charitable Foundation, Inc. with a summary final accounting of the grant meeting the requirements of paragraph 2 above.
4. That your organization consents that representatives of Sean McDonough Charitable Foundation, Inc. may have complete access to your files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary with reference to the grant.
5. Upon completion of the grant, a report of the activities carried on under the grant, careful evaluation thereof, and a summary of results obtained.

The foregoing terms and conditions are intended to help us satisfy the requirements of the Tax Reform and Relief Act of 1969, and to fulfill the Sean McDonough Charitable Foundation's charitable obligations

Revision of these terms may be necessitated from time to time to meet the requirements of the Internal Revenue Code, regulations or tax rulings, or other requirements of law.

The Sean McDonough Charitable Foundation, Inc. will expect to receive from you an acknowledgment of your acceptance of this grant and of the foregoing conditions prior to disbursements of any funds.