

## **GREEN FAMILY FOUNDATION, INC.**

**c/o Bond, Schoeneck & King, PLLC  
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## **GENERAL GUIDELINES/POLICIES AND PROCEDURES**

### **MISSION STATEMENT**

We are a private foundation working to enhance the quality of life of people through activities that promote education, self-sufficiency and self-empowerment, health and wellness.

### **GUIDING PRINCIPLES**

The Green Family Foundation strives to fulfill its Mission by providing funds to organizations that accomplish the following:

- Provide individuals with the resources and opportunities to strengthen himself/herself until he/she no longer needs to be dependent on others.
- Break unhealthy cycles and help individuals find freedom from dependence.
- Assist individuals to overcome adversity.
- Secure education, life and job skills for individuals to achieve independence.
- Empower individuals to attain self-betterment.
- Provide education on health, wellness and nutritional issues.
- Promote health and wellness, preventative medicine and medical care, and disease prevention.
- Facilitate access to, and provide, medical care and health care.
- Encourage character building for those individuals who are at-risk or live in at-risk communities.
- Inspire positive change in individuals.
- Expose individuals to educational and cultural opportunities that may otherwise be unavailable to him/her.
- Provide educational and research opportunities to individuals.

## **I. GENERAL GUIDELINES FOR GRANT-MAKING**

The Board of Directors of the Green Family Foundation, Inc. (the "Foundation") administers its grant-making process in an impartial manner based upon an evaluation of each project request. Priorities for funding will vary from time to time. Although a project may meet the established criteria, it may not be approved for funding because of limited funds or other priorities.

To be eligible for consideration, an applicant must be a not-for-profit tax-exempt 501(c)(3) public charity. Your organization and/or project must be designed to fulfill the Mission Statement and Guiding Principles of the Foundation outlined above.

The Board of Directors of the Foundation has established the following criteria for evaluating grants. In addition to the qualifications identified above, the grant application/project must:

1. Be categorized as one of the following:
  - a. Capital, start-up or scholarship funding for educational, cultural, artistic, health and wellness, and other social service initiatives; or
  - b. Capital, start-up or scholarship funding for after-school, weekend or summer programs for youths.
2. If applicable, provide reasonable assurances of continued financial and operational support from sources other than the Foundation in subsequent fiscal periods.
3. Not duplicate any existing grant.
4. Not involve the purchase of real property.
5. Not involve the payment or funding of any general administration costs or operating costs for the applicant (except as may be approved by the Foundation).
6. Not involve the establishment of a permanent endowment, foundation or trust or a permanent interest-bearing account.
7. Not involve any of the following:
  - a. Carrying on propaganda or otherwise attempting to influence legislation;
  - b. Providing support to any candidates for public office; or
  - c. Restricting the services or facilities or employment provided by the grant to individuals based on race, creed, color, sex, or national origin.

The Foundation will consider matching grant opportunities.

A time-line must be established for the duration of the project. In the event a start date is delayed or postponed, the Foundation may require the grant to be refunded. If the project is terminated or abandoned, a grant refund may be required by the Foundation. The Foundation will require a

report of how all grant monies are spent, to be provided no later than September 30 of the year following the year in which a grant is awarded.

## II. APPLYING FOR A GRANT

The first step in applying to the Foundation for a grant is the submission of a formal grant application. **The grant application and all supporting materials must be submitted in a single PDF document via electronic mail to [jscheer@bsk.com](mailto:jscheer@bsk.com).** The Foundation will acknowledge the receipt of all applications. If you do not receive notification of receipt within one (1) month of sending your application, please contact Jeffrey B. Scheer (contact information is above).

Each application will first be reviewed to determine if the proposed grant is consistent with the Foundation's Mission Statement, Guiding Principles and these policies. Those that are not are immediately declined. Applications that are consistent with the Foundation's Mission Statement, Guiding Principles and these policies are then reviewed to determine the priority of the proposed grant within the Foundation's supported activities.

Often, the Board of Directors of the Foundation will request additional information in writing from applicants. The Foundation may also consult with persons knowledgeable about the proposed activities and we welcome your suggestions as to who might be qualified to assist us in our review of your proposal.

Final decisions on proposals are made by the Foundation's Board of Directors which meets several times each year, although decisions are typically made in the autumn of each year. You will be informed of the Board's decision immediately following the board meeting at which your proposal is discussed. If a grant is awarded, you may be asked to sign a Grant Agreement that describes reporting and other requirements. Further, if a grant is awarded, you will be required to provide the Foundation with documentary proof that the grant funds were used in the manner intended.

## III. ELIGIBILITY

The Foundation makes grants only to tax-exempt organizations with a 501(c)(3) public-charity classification from the Internal Revenue Service.

The Foundation will not consider requests for endowments, general fundraising, deficit financing or loans to individuals. The Foundation will also NOT fund:

1. Ongoing operations or budget deficiencies;
2. Grants to individuals;
3. Politically active organizations; or
4. Any organization that does not have an IRS determination letter indicating that it is a 501(c)(3) public charity.

#### **IV. CONCLUSION**

If there are any questions regarding the Foundation's Mission Statement, Guiding Principles or these policies, please do not hesitate to contact Jeffrey B. Scheer at the address above, or any other member of the Foundation's Board of Directors.

**As a reminder, the grant application and all supporting materials must be submitted in a single PDF document via electronic mail to Jeffrey B. Scheer at [jscheer@bsk.com](mailto:jscheer@bsk.com).**