

KEYSTONE WARRIORS FOUNDATION

GRANT PROPOSAL GUIDELINES

This document lays out the content and formatting requirements when writing a Grant Proposal to the Keystone Warriors Foundation for:

NON-PROFIT ORGANIZATION GRANT PROPOSALS

The Keystone Warriors Foundation ("Foundation") is a Pennsylvania-based public charity that issues grants to Non-Profit, Section 501 (c) (3) tax exempt organizations that aid and assist U.S. military personnel ("Warriors") and their immediate families¹ where the Warrior was severely injured, killed or is missing in action, provided the Warrior's injury, death or missing in action status occurred on or after September 11, 2001 and the Warrior is a resident of, or has ties to or connections with the Commonwealth of Pennsylvania. Non-Profit, tax exempt organizations seeking assistance from the Foundation can do so by submitting a Grant Proposal to the Foundation pursuant to the Grant Proposal Guidelines set forth in this document.

Following submission, Grant Proposals will be reviewed and considered by the Foundation's Grant Committee and the Foundation's Board of Directors ("Board"). The Non-Profit organization shall upon request of the Foundation submit such additional information as may reasonably be requested by the Foundation. The Board will make the final determination on issuing a grant based on the content of the organizations Proposal. Unfortunately, submission of a Grant Proposal does not guarantee that a grant will be awarded to the applicant.

¹ Keystone Warriors Foundation defines "immediate family" as the Warrior's spouse, partner, children, parents, and siblings.

Elements of a Grant Proposal

All Grant Proposals to the Foundation must contain the following elements. Unless indicated otherwise in these guidelines, Grant Proposals that fail to contain any of these elements are not complete and will not be considered for funding.

1. Proposal Cover Sheet (See Appendix "A")
2. Proposal
3. Grant Request
4. Resumes of Non-Profit organization's directors and officers and other key personnel of organization
5. The Non-profit Organization's Organizational documents:
 - a. Articles of Incorporation
 - b. Bylaws
 - c. 501(c) (3) Tax Exemption Letter
 - d. Proof of registration with the applicable state charitable agency (if required)
6. Most recently completed Form 990 filed with the Internal Revenue Service.
7. Grant Contract (See Appendix "B")
8. Verification (See Appendix "C")

Elements should appear in a single document in the order indicated above. Specific content and formatting requirements for each element are detailed below.

Formatting

Grant Proposals shall conform to the following requirements:

Double spaced, 12 point, Times New Roman font

1" margins

The Grant Request narrative shall be no more than 10 pages in length.

All applicable attachments must be submitted with the Grant Proposal; Grant Proposals cannot be supplemented.

Grant Proposals that fail to conform to the formatting requirements outlined in this document will be deemed defective by the Board and will not be considered.

Due to the volume of Grant Proposals received by the Foundation, Grant Proposals will not be returned to the applicant. Do not send original documents.

Proposal Cover Sheet

The Proposal Cover Sheet must be completed in its entirety. Please see Appendix "A".

Grant Proposal

The Grant Proposal must be divided into sections that answer the following questions.

- 1. What does your Non-Profit organization do?** Please provide a narrative description of your Non-Profit organization's history and mission. How does your Non-Profit organization aid and support Warriors and their immediate families? For the Warriors you aid and support, are the Warrior residents of, or do they otherwise have significant ties to or connections with, the Commonwealth of Pennsylvania? If so, please describe.
- 2. Why does your Non-Profit organization require a grant from Keystone Warriors Foundation?** Please provide a narrative explanation of how a grant from the Foundation will be used by your Non-Profit organization. What size of a grant is your entity or organization seeking? Please explain why your Non-Profit organization requires such funding and provide a budget demonstrating the total amount of funding required and how grant proceeds will be expended. Has your Non-Profit organization applied for funding from other sources, including but not limited to donations, gifts, grants, and loans, for the same purposes? If so, what are those other sources of financing? How much financial assistance has been sought from these other sources of financing? How much financing from these other sources has been received, promised or pledged?
- 3. Will a grant from Keystone Warriors Foundation be used for an officer's, director's or other staff person's personal benefit?** Please provide a narrative explanation as to what steps and assurances your Non-Profit organization have in place to assure that grant funds will be used for the purposes described in this proposal. Does your Non-Profit entity or organization compensate its directors, officers or personnel? If yes, please provide a summary of the directors and officers compensation along with the compensation information for the five (5) highest compensated personnel.

Resumes

- Please provide resumes for all directors, officers and other key personnel of your Non-Profit organization.

 - Resume(s) should include education, employment history, and important honors and other awards.

 - 1-3 pages per resume or biography is generally sufficient.
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Organizational Documents

Non-profit organizations seeking a grant from the Foundation shall submit with the Grant Proposal the following documents:

- Articles of Incorporation;
- Bylaws;
- A copy of the 501(c) (3) exemption letter from the Internal Revenue Service
- Proof that the organization is registered with the applicable state agency which governs charitable organizations (if required); and
- Copy of most recently completed 990 form filed with the Internal Revenue Service.

Grant Contract

Applicants shall execute and return with the Grant Proposal the Grant Contract attached hereto at Appendix "B".

Verification

Please sign and notarize the Verification (Appendix "C") and attach to your Grant Proposal.

How to Submit a Completed Grant Proposal

Grant Proposals should be sent via certified mail to:

Keystone Warriors Foundation
P.O. Box 176
Macungie, PA 18062

Confidentiality

Given the sensitive information which is being provided to the Foundation in relation to your Grant Proposal, all documents and materials submitted to the Foundation shall be treated in a confidential manner; provided, however, the Foundation may disclose such information to its Committee and Board members, authorized representatives (by way of example, attorney and accountants), the Internal Revenue Service, Foundation grantors and funders, and otherwise as necessary in the ordinary course of the Foundation's operations. By submitting a Grant Proposal, the Non-profit organization consents to the foregoing disclosures.

Appendix "A"

KEYSTONE WARRIORS FOUNDATION

ADDRESS
ADDRESS
ADDRESS

PROPOSAL COVER SHEET.

Name of Non-Profit
Organization: _____

Name of Proposal Preparer: _____

Organization's Address: _____

City, State, Zip: _____

Telephone: _____

E-mail Address: _____

Amount of Grant Request: _____

Number of Pages in Proposal: _____

Signature: _____

Date: _____

Appendix "B"

GRANT CONTRACT

THIS GRANT CONTRACT ("Contract") is entered into this ___ day of _____, 20__, by and between KEYSTONE WARRIORS FOUNDATION, a Pennsylvania non-profit corporation ("Grantor") and _____ a (insert state of incorporation) (insert corporate form) ("Grantee").

WHEREAS, Grantor is a foundation that aids and assists U.S. military personnel who were severely injured, died or declared missing in action on or after September 11, 2001 and the immediate families of such U.S. military personnel, provided such U.S. military personnel are residents of the Commonwealth of Pennsylvania or otherwise had/have significant ties to or connections with the Commonwealth of Pennsylvania; and

WHEREAS, Grantee has submitted a Grant Proposal for a financial grant from Grantor;

WHEREAS, pursuant to the Keystone Warriors Foundation Grant Proposal Guidelines ("Proposal") Grantee must execute this Contract, which will memorialize the terms of the Proposal.

THEREFORE, INTENDING TO BE LEGALLY BOUND HEREBY, the parties agree to as follows:

1. Recitals. The above recitals are incorporated herein as a pertinent part of this Contract
2. Contract. To complete the submission of the Proposal, Grantee shall execute this Contract. Execution of this Contract and submission of the Proposal does not guarantee that Grantee will receive a grant ("Grant") from Grantor. Grantor reserves all discretion to award or deny a Grant to Grantee. In the event that Grantee is awarded a Grant by Grantor, Grantor shall issue an award letter ("Letter") listing the amount of the Grant and such other conditions as may be required by Grantor. The Letter, if issued by Grantor, shall be incorporated into this Contract by reference.
3. Use of Grant. Grantee shall use the Grant for those purposes described in the Proposal and pursuant to the Letter and to Grantor's rules and regulations related to use of grant funds as such rules and regulations are established and revised from time to time and for no other purposes. The terms described in the Proposal, the Letter and Grantor's rules and regulations are incorporated herein by reference.

4. Accounting. For Grants in excess of _____, Grantee shall prepare and provide to Grantor on an annual basis a written, certified accounting of the use of the Grant prepared by an outside accountant. Such accounting shall be delivered to Grantor on or before the one (1) year anniversary of the awarding of the Grant and annually thereafter after the one (1) year anniversary of the prior accounting. For grants less than _____, Grantee shall provide Grantor with an informal, officer-certified quarterly accounting of the use of the Grant. Such quarterly accounting shall be due on or before March 31, June 30, September 30 and December 31. Additionally, regardless of the amount of the Grant, Grantee shall provide to Grantor such reasonable documents as Grantor may request in writing to support Grantee's use of the Grant. Grantee shall be obligated to provide Grantor with an accounting as described herein of all Grant funds until used in full.

5. Notice. Notice given pursuant to this Agreement shall be in writing and shall be sent via first-class United States mail, postage prepaid to the following addresses:

To Grantor: Keystone Warriors Foundation
P.O. Box 176
Macungie, PA 18062

To Grantee: _____

6. Confession of Judgment. The Grantee hereby irrevocably authorizes the Prothonotary or any attorney of any court of record in Pennsylvania or elsewhere to appear for and confess judgment against the Grantee for any and all amounts, as verified by Grantor by affidavit, not used for the purposes or within the time period specified in the Letter, together with any other charges, costs and expenses for which Grantee is liable under this Agreement, and together with fees of counsel in the reasonable amount of fifteen percent (15%) of all of the foregoing (but in no event less than \$2,000.00) and costs of suit, releasing all errors and waiving all rights of appeal. If a copy of this Agreement, verified by affidavit, shall have been filed in such proceeding, it shall not be necessary to file the original as a warrant of attorney. The Grantee hereby waives the right to any stay of execution and the benefit of all exemption laws now or hereafter in effect. No single exercise of this warrant and power to confess judgment shall be deemed to exhaust this power, whether or not any such exercise shall be held by any court to be invalid, voidable or void, but this power shall continue undiminished and may be exercised from time to time as often as the Grantor shall elect until all sums due hereunder shall have been paid in full. Interest shall accrue after entry of judgment hereunder, by confession, default, or otherwise,

at the judgment rate of interest under applicable law, until such amount is repaid in full to Grantor. Grantor may exercise the remedies provided herein and/or any other remedies available by statute, at law or in equity.

7. Authorized Party. Grantee shall provide to Grantor proof, satisfactory to Grantor, that the person executing this Contract is authorized to do so on Grantee's behalf.

8. Choice of Law. This Agreement shall be deemed to have been made under the laws of the Commonwealth of Pennsylvania, without regard to its choice of law provisions. Any dispute arising out of the terms of this Contract may be brought before any court sitting in Lehigh County, Pennsylvania or any other County at the sole discretion of Grantor.

9. Terminology. Wherever used in this Agreement, the singular shall mean the plural, the plural shall mean the singular and the use of any gender shall be applicable to all genders.

10. Entirety of the Agreement. This Agreement constitutes the entire agreement between the parties. This Agreement may only be changed, modified or amended in whole or in part by a writing signed by all parties.

WHEREFORE INTENDING TO LEGALLY BOUND, the parties agree to the terms of this Contract as of the date first listed above.

GRANTEE

_____ (SEAL)

Name and title: _____

Name of Applicant _____

GRANTOR

KEYSTONE WARRIORS FOUNDATION

By: _____

Name and Title: _____

Appendix "C"

Verification

The undersigned, on the behalf of _____ (Organization's Name), having prepared and read the attached Grant Proposal Applicants, hereby verifies that the preceding document is true and correct to the best of my knowledge, information and belief.

This Verification is made subject to the penalties of 18 Pa.C.S.A. Section 4904 relating to unworn falsifications to authorities.

Name: _____

Date: _____