

## SUBMISSION DATES, GUIDELINES & INSTRUCTIONS

### R. HAROLD BURTON FOUNDATION

**Board of Directors:** O. Wood Moyle IV (Chair) Frederick A. Moreton  
Rebecca B. Moyle (Vice Chair) Judith Burton Moyle  
Lucy Moreton Hawes

**Contacts:** Richard G. Horne Linda Edminster  
Executive Director Administrative Assistant  
801-715-7140 801-715-7141  
Fax: 801-364-6783

**Purpose:** Grants are made primarily for education, science, literary and health purposes, which impact the lives of residents in the Salt Lake Metropolitan Area. Giving is limited to 501(c) (3) organizations.

#### Submission Deadlines:

##### First Period

Applications received by **February 15, 2008**  
Applications reviewed from February 15 to April 30  
Notification of approval or rejection by June 1  
Grants paid out in May - June

##### Second Period

Applications received by **July 15, 2008**  
Applications reviewed from July 15 to September 30  
Notification of approval or rejection by Nov. 1  
Grants paid out in October - November

**Note: The Foundation will only accept *one* application per calendar year from an organization.**

**MAIL to:** R. Harold Burton Foundation  
Richard G. Horne, Executive Director  
P.O. Box 58477  
Salt Lake City, UT 84158

**HAND DELIVER or  
FED EX to:** R. Harold Burton Foundation  
Richard G. Horne, Executive Director  
709 East South Temple  
Salt Lake City, UT 84102

**APPOINTMENT:** After submitting your complete application, please call (801) 715-7141 to make an appointment to review your request.

## INSTRUCTIONS FOR COMPLETING APPLICATION

### R. HAROLD BURTON FOUNDATION

The Foundation is interested in a detailed, complete application for a specific project. It requires a full accounting of the expenditure of all grant money and an accurate report detailing the success of the specific project, if funded. The R. Harold Burton Foundation does not fund undifferentiated overhead expenses or endowments.

The Foundation requests one hard copy of the application printed on white paper. **Follow the specific format provided.** Information should be kept brief and to the point. Applications should not be condensed by printing them in a smaller font size. Include the full name, address, and telephone number of your organization. Exhibits may be attached if they clearly illustrate specific concepts relevant to the application.

1. **Purpose of your organization:** Describe your purpose and/or mission. Provide the name(s) and direct telephone number(s) of the Board Chairperson, Organization Head and designated contact, including titles, within your organization.
2. **Program/project description:** Provide a detailed description of the program/project for which you are soliciting funds (not more than two paragraphs). Include all relevant facts regarding the program/project in the proposal itself. **Do not** rely upon a cover letter to communicate pertinent information not included in the application.
3. **Staff:** Indicate the number of paid staff employed by your organization.
4. **Staff positions and salaries:** Provide key staff positions and annual salaries. *(This information will be kept confidential)*
5. **Request:** Include the specific amount you are seeking via this application (do not include ranges); the total amount to fund the project; your organization's annual budget; and any previous annual dollar support for your organization from the Burton Foundation.
6. **Project timetable:** Indicate the month and year when your project will begin and end.
7. **Funds needed by:** Indicate the month and year when the requested funds are needed.
8. **Potential Donors:** List all individuals and organizations from whom you are seeking contributions, but who have not yet responded to your request. Include the amount you are seeking.
9. **Committed Donors:** List each committed donor for this program/project. Include amounts pledged or already received for this program/project.
10. **Board Members:** List the names and profession of the board members of your organization. Please do not include addresses.
11. **Financial Information:** The application must include the following:
  - a detailed budget for the program/project for which you are requesting a grant
  - a copy of the current year's annual budget for your organization
  - a copy of the most recent audited financial statements for your organization
  - the name/address of the individual or organization preparing these financial documents
12. **IRS Exemption Letter and Number:** Include an IRS Exemption Letter with your organization's Tax ID number.
13. **Tax Return:** Attach a copy of your organization's most current tax return (990PF).