

SUBMISSION DATES, GUIDELINES & INSTRUCTIONS

R. HAROLD BURTON FOUNDATION

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

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, 2012**
Applications reviewed from February 15 to April 29, 2012
Notification of approval or rejection by June 1, 2012
Grants paid out in May – June 2012

Second Period

Applications received by **July 16, 2012**
Applications reviewed from July 16 to September 23, 2012
Notification of approval or rejection by Nov. 1, 2012
Grants paid out in October – November 2012

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:** Attach your 501(c)(3) IRS Exemption Letter.
13. **Tax Return:** Attach a copy of your organization's most current tax return (990PF). Should you desire to save paper, your tax return may be copied on both sides of the paper.