

GRANT INFORMATION

2011

Spiritus Employee Charitable Foundation, Inc. (SECF), is a non-profit 501 (c) (3) corporation which provides services and financial support to local non-profit organizations who aid those in need. Spiritus, Inc. employees serve the community through this corporation by sharing time and resources to support the needs of the community. Spiritus Employee Charitable Foundation is funded by employees of Spiritus, Inc. and is administered by the employees through the Spiritus Employee Charitable Foundation, Inc. board. As part of our effort, a small amount of funds are set aside each year to support those in need during a national emergency. 100% of the monies raised fund the grants.

An organization is eligible for the Spiritus Employee Charitable Foundation Grant only if it meets all of the following criteria:

- Must be a non-profit organization recognized under section 501(c)(3) of the Internal Revenue Code and contributions shall be deductible by donors under section 170 of the Internal Revenue Code.
- Must be a community-based organization operating in the North Central Alabama area.
- Services rendered by agency must be open to all members of the community regardless of sex, race, religion, political affiliation, ability to pay or background.

Ineligible Organizations:

- Athletic teams, booster clubs or support organizations
- Bequests, memorials
- Political and Charity Campaigns
- Religious or political organizations/institutions
- Alumni, fraternal, labor or social organizations
- Individuals
- Ministries, theological or bible schools
- Professional associations
- School choirs, bands or drill teams
- Tax supported institutions
- Public or private educational institutions
- Civic organizations or private foundations

Rules of Compliance for Organizations Receiving Spiritus Employee Charitable Foundation Grants

Spiritus Employee Charitable Foundation monies must be expended only for those purposes, and at only the location, stated by the applying organization in its grant application. No SECF grant monies may be shared with or sent to an organization's national headquarters or other branch offices without explicit, written approval of the SECF Board of Directors. The applying organization must agree to furnish audits and other financial information as outlined in the Application and/or as requested by SECF. All financial information provided to SECF will be held strictly confidential. No deviation to or modification of the rules of compliance stated herein is permitted without written approval of the Spiritus Employee Charitable Foundation Board of Directors in advance.

Application Instructions

Application for grants must be submitted on an Spiritus Employee Charitable Foundation Application form. The forms must be complete and signed by an authorized official as well as the Board President or Chairperson. Additional information (brochures, letters, etc.) about the organization may be attached to the application.

Application Process

- Grant applications must be completed, signed, and returned by email (secf@spiritus-inc.com), mail, or delivered in person to:
Spiritus, Inc.
ATTN: Spiritus Employee Charitable Foundation
203 Greene St SE, 2nd Floor
Huntsville, AL 35801
- Applications must be submitted before November 30th, 2011.
- All applications are subject to an initial screening for eligibility and to ensure required information has been submitted.
- All organizations will receive a letter of acknowledgement upon receipt of application.
- Spiritus Employee Charitable Foundation Representatives may visit your organization for the purpose of a "fact finding" interview.
- Applications will remain on file for twelve (12) months from date of receipt.
- Organizations selected to receive a Spiritus Employee Charitable Foundation Grant will be ineligible for additional consideration during the next twelve (12) month period.
- Grant Selections will be announced December 15th, 2011 and the award released January 15th 2012.
- An E-version of the 2011 Grant Application may be downloaded from www.spiritus-inc.com/charitableFoundation.php

Grant Application

Applicant Information

Agency's Name: _____ Date: _____

Address: _____
Street Address

City *State* *ZIP Code*

Phone: () _____ E-mail Address: _____

Point of Contact: _____ Agency Website: _____ National Headquarter: _____

Referred to By: _____

Information	Board President (Chairperson)	Executive Director
Name		
Address		
Telephone		

1. Does the organization have a current 501(c) (3) status; and are contributions deductible by donors under section 170 of the Internal Revenue Code:

(PLEASE ATTACH A PHOTOCOPY OF THE ORGANIZATION'S COMPLETE IRS DETERMINATION LETTER)

YES NO **If No, please explain:**

2. Is the organization a local affiliate of a national organization?

YES NO

3. Is the organization managed, operated, controlled, or affiliated with one of the following: religious, civic, political, tax supported, labor, fraternal, or educational institution/organization?

If Yes,
YES NO **please explain:**

4. Are the services/benefits you provide in any way based upon a beneficiary's affiliation with any of the following: religious, civic, political, tax supported, labor, fraternal, or educational institution/organization?

If Yes,
YES NO **please explain**

5. Please describe the purpose(s) and major program(s) of your organization. (You may attach literature, brochures along with description).

6. Please describe how your organization would use the Spiritus Employee Charitable Foundation Grant.

7. If your organization receives a Spiritus Employee Charitable Foundation Grant, what is the time frame or schedule.

8. What region, location and/or client group will be served by the program(s) for which this Grant application is being submitted?

9. If issued a Spiritus Employee Charitable Foundation Grant the organization will be required to provide a report describing the use of the funds, expenditure receipts, and any other information to illustrate funds usage within 60 days after utilizing Grant funds. Photographs of utilization should be submitted, submission of such information implies permission for SEFC to use on website or other information sites. Is your organization willing to comply with this requirement?

10. Please provide names, addresses and telephone numbers of three individuals outside your Organization who are knowledgeable of your program(s).

11. Please provide the percentages of how much of your budget is spent on all program activities, fundraising, and operational costs. If multiple programs, fundraising events, and types of operating costs exist then please breakout those respective costs.

12. Please attach the following information:

- A. Latest IRS Form 990 and Schedule A
- B. Latest "Statement of Financial Position" or Balance Statement), listing all assets and liabilities.
- C. Latest "Statement of Activities: or (Income Statement), listing all revenue types and sources, expenditure outlays, and year end profit or loss.
- D. Budget for Current Fiscal Year. Please identify any income sources that are not firm commitments.

Disclaimer and Signature

*All financial information will remain confidential within Spiritus Employee Charitable Foundation Board of Directors
We certify that all information on this Application is true and accurate, and agree to comply with all requirements of this Application*

Signature of Authorized Official

Date

Signature of Board President/Chairperson

Date