

GUTHRIE FAMILY FOUNDATION GRANT GUIDELINES (page 1-of-2)

John A. (Jack) Guthrie, Jr. established the Guthrie Family Foundation.

Jack was a lifelong resident of Laramie. After World War II duty as a naval officer, he graduated from the University of Wyoming and the Harvard School of Business. During his banking career, Jack encouraged local business and was actively involved in numerous community projects. In that spirit of community support, the purpose of the Guthrie Family Foundation is to fund qualifying charitable non-profit organizations and efforts which directly benefit the residents of the City of Laramie and Albany County, Wyoming.

FUNDING REQUEST GUIDELINES

PLEASE CLEARLY DATE YOUR SUBMISSION!

Submit five (5) copies of your cover letter (downloaded from this web site) and detailed request for funding, no later than July 1 (or holiday weekend) postmark each year to:

GFF Funding Requests
717 East Gibbon Street
Laramie, WY 82072

Funding decisions/disbursements will be made by the Foundation by October 1. Approved grants will be distributed immediately. Please note: failure to apply approved grants in the manner and within the time set forth in the grant request application may result in no consideration being given to -any- future grant requests. **REMEMBER TO ATTACH THE GFF-FORMATED COVER PAGE!**

PLEASE DO NOT FORGET THE COVER PAGE! OUR BOARD OF DIRECTORS HAVE -SO- MUCH TO CONSIDER... WE CANNOT RUMMAGE THROUGH PAGES OF MATERIAL TO SEE WHAT YOU NEED.

In your detailed request for assistance, please be brief and specific and focus on the program you are seeking funding about. Do not distract from the purpose of your writing, by going “on and on” about all the other things you've done- which may not have anything to do with your current funding request. In your “narrative”, put the reason for your funding request in the context of your history- not the other way around.

Please include the following detail:

- * Brief statement of the organization's mission.
- * Organizational budgets for past and current year, including other sources of funding that you can bring to the project (or match GFF funding with).

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(detail included continued below)

- * Briefly review the use of previous year's grant, if any received, including the number of individuals served and how they benefited.
 - * Dollar amount requested in this grant request.
 - * Intended use of the grant; please support your request with specific project budget, bids and estimates where applicable.
 - * Specify how this grant would benefit residents of the City of Laramie and Albany County.
 - * List organization's local board of directors.
 - * Name, address, phone number & email address of contact person.
- 501(c) 3 affiliation, if not already on file with the Foundation (one copy only).
(GFF had one organization ask for money- but gave no address to send it to!)

Requests for matching funds are favored by GFF board. In general, requests for salaries will not be considered. A part-time salary for a specific program with a limited time period will be considered- but no permanent salary needs .

Published recognition of the Guthrie Family Foundation is acceptable.
Please add the Foundation Directors to your mailing list for newsletters and/or project reports.

Correspondence with and questions for the GFF board should ONLY be directed:
GFF board, C/- Brenda Hunter, GFF Secretary, 717 E. Gibbon St, Laramie 82072

GUTHRIE FAMILY FOUNDATION BOARD

Officer/Directors: John A. Guthrie III, board president
(questions: messages 970-344-7275)
Brenda Hunter, secretary and treasurer
Directors: Trey Sherwood, Dan Furphy, Jay Bress

The Guthrie Family Foundation is a registered non profit with the Wyoming Secretary of State and is an IRS-approved 501c3 nonprofit

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