

GENERAL INFORMATION FOR GRANTS APPLICANTS:

First, keep in mind the size of this Foundation; we have less to give than major foundations and the grants are spread over a fairly large number of recipients each year.

Please read carefully the application form, paying particular attention to the boldface portion at the top – because of our size, we cannot monitor grants in places distant from us. The information and materials called for in the application must be complete, or any absence accounted for by a complete explanation.

Give some thought to the impression your package of papers will present when it is received here. “Padding,” fancy covers, bindings, cardboard inserts and extra sheets that do not contribute to the presentation of requested information are simply discarded so that we can examine the essential papers. Any excess postage used in mailing the materials to us is noted, all such things are considered in determining an applicant’s businesslike approach and fiscal responsibility.

If we are asked to support an organization, we examine the whole organization. Asking us to focus on some small aspect or project within the organization as a whole will not change this.

Once an application passes the preliminary tests (completion of the required material and examination of the overall presentation), assuming the papers show the applicant is basically eligible, it is then examined to determine its appropriateness not only as to proper purpose, but also as to why this particular foundation should support it.

The following are a few of the criteria we will consider:

1. Is the stated goal of applicant one which this foundation supports, and if so, what percentage of applicant’s funds go to the stated purpose as compared to administrative costs?
2. Does applicant’s own community support its endeavors? If so, how?
3. What percentage of applicant’s budget are we being asked to fund?
4. Does applicant’s project make sense in regard to its community’s needs, size and budget?
5. Does applicant show fiscal responsibility, and if so, how is it shown?
6. Is applicant in a field already covered by another competent group?
7. What kind of “track record” does applicant have? If none, upon what can we place a belief that applicant will succeed in its stated purpose?
8. Does applicant serve the whole community, or only a small group?
9. Can applicant’s programs be used by those without the ability to pay?
10. Does applicant’s governing body take an active part in its activities and furnish financial support?
11. Can we audit applicant’s results as to both actions and money usage?

12. Is anyone connected with our foundation also connected with applicant? If so, can such a conflict of interest be resolved? (**Very** close scrutiny will apply if such a conflict is found, and we carefully avoid such conflicts).
13. Why should we in particular support this particular organization or its project(s)? Why should this applicant take priority over the many other worthy applicants we are asked to fund? (We cannot fund them all.)
14. Other areas are considered, but this will give you an idea of how we exercise our responsibility to grant funds prudently.

Grant applications are reviewed as they arrive and are entered on the next meeting agenda. The Grants Committee meets twice each year (January and July) to consider formally the requests received since its last meeting.

Applications must be mailed to:
Potts and Sibley Foundation
P.O. Box 8907
Midland, TX 79708

Applications for the January meeting must be received no later than November first.
Applications for the July meeting must be received no later than June first. Applications received after these dates will be considered at the next succeeding meeting.