

# GRANT GUIDELINES

**THE LAWRENCE SAUNDERS FUND**  
**c/o Pennsylvania Trust**  
**5 Radnor Corporate Center, Suite 450**  
**100 Matsonford Road**  
**Radnor, PA 19087**

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*Please read the following Grant Guidelines carefully before emailing with questions.*

**Grants** are approximately 5% of the year-end asset value

Maximum Grant: \$5,000

## **Contact**

LSF@penitrust.com

## **Trustees**

Anne B. Kellett

Pennsylvania Trust

Morton Saunders

Mary Jo Strawbridge

## **Philosophy**

The Lawrence Saunders Fund prefers to support smaller organizations in Philadelphia and the surrounding suburbs: Bucks, Chester, Delaware and Montgomery counties. The Fund's primary purpose is to support charitable activities by providing grants from its investment portfolio.

## **Areas of Giving**

While the Fund supports all grant areas consistent with its philosophy, its primary funding concern is to support organizations that focus in at least one of the following areas:

- 1. The Environment** – for projects and educational programs focusing on environmental concerns.
- 2. Education** – seek to educate children and adults in need.
- 3. Social Services** – provide social services to individuals in need.

## **General Guidelines**

1. Grants are made directly to charitable organizations.
2. Grants are not provided for endowment or political support. The Fund does not provide grants to individuals nor does it make loans.
3. Grants are considered for capital improvements when a specific project and a clear need can be shown.

## **Application Instructions**

Grant proposal packets must include the Grant Application Form, a full grant proposal along with the required attachments. The Application Request must be completed in its entirety and an officer of the governing board must sign the Application Form.

**The Organization must submit:**

1. A completed Grant Application Form
2. A full proposal containing the following information:
  - Proposal summary
  - Funding request
  - Statement of need
  - Organization's background
  - Way of evaluating project's success
  - Project budget
3. A list of the current Board of Directors
4. Immediate past and present major funding sources
5. Organization's annual budget
6. The organization's current annual Financial Statement
7. A copy of an official IRS letter showing the organization's tax-exempt status (501(c)(3) and/or §509(a)), including the assigned tax identification number.
8. Any other supporting documentation that the organization's governing board deems necessary.

**Subsequent Funding**

Organizations which have received funding from the Lawrence Saunders Fund for the previous three years will not be considered for funding for a fourth consecutive year. Those organizations may submit a grant application and proposal again next year.

**Progress Report**

After a grant has been awarded, a Progress Report should be completed by the organization by June 15, outlining how the grant was allocated and/or spent. This information must be submitted prior to consideration of any new proposal.

**Application Deadline**

All grant proposals must be postmarked on or before June 15 to be considered. Proposals will not be considered if any documentation is missing.

**Fund Information via Web Site**

Requesting organizations may download the Grant Guidelines and Grant Proposal Application from the Lawrence Saunders Fund web site ([www.lawrencesaunderfund.org](http://www.lawrencesaunderfund.org)). Both files will be in PDF (Adobe Acrobat) format. The Acrobat Reader can be downloaded for free from: <http://get.adobe.com/reader/>

You may click on the link below to download the Grant Proposal Application:  
[LSF-GRANT-APPLICATION.pdf](#)

**Please direct questions to:**

[LSF@penitrust.com](mailto:LSF@penitrust.com)

Note: Applicants will be notified via acceptance or rejection letter in the fall.

**Deadline:** June 15

**Email full proposal to:**  
[LSF@penitrust.com](mailto:LSF@penitrust.com)