

**Stephen & Tabitha King Foundation**  
**Post Office Box 855**  
**Bangor, ME 04402**  
**Phone: 207-990-2910**  
**Fax: 207-990-2975**  
[www.stkfoundation.org](http://www.stkfoundation.org)  
**e-mail: info@stkfoundation.org**

To apply for funding, please complete the following:

Name of organization: \_\_\_\_\_

Date of application: \_\_\_\_\_

Address, phone & email of authorized contact person:

\_\_\_\_\_  
\_\_\_\_\_

Project title: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Project description

\_\_\_\_\_  
\_\_\_\_\_

Number of people served by this project: \_\_\_\_\_

Geographic area served by this project: \_\_\_\_\_

Time frame for project: \_\_\_\_\_

Project budget: *attach separate page*

Board of directors: *attach separate page*

501 (3) (C) status: *attach separate page*

Have you applied before? If so, when? \_\_\_\_\_

If you have received funding from the King Foundation in the past, please indicate the amount.

**Submission deadlines (circle one):** June 30 or December 31.

Notification of the Foundation's decisions should be made within eight weeks of the deadlines. If there are conditions to the awarding of a grant, a contract to be signed on behalf of the organization will be sent along with the award notification. If a grant proposal is denied, applicants should wait one year before applying again. If an applicant is awarded funds, they should wait two years before applying again.

**Ethical statement:**

The Stephen & Tabitha King Foundation was created because its founders wanted to give back to their communities. The foundation will strive to fulfill its mission with respect, integrity, and consideration. Persons working for the Foundation may not sit on the board of organizations applying for funding, nor may they receive gifts or services from organizations applying for funding. Grant decisions are made by the Foundation in its sole discretion and are not subject to review or appeal. The Foundation has absolutely no obligation whatsoever to any particular applicant. The information contained in this application and in any supported or attached materials is true and correct to the best of my knowledge.

Signature of contact person \_\_\_\_\_  
(Please type or print name) \_\_\_\_\_

Date \_\_\_\_\_

**KING FOUNDATION GUIDELINES**

The Stephen and Tabitha King Foundation was created in 1986 to provide support for Maine communities. A family foundation, we are interested in projects that address the underlying causes of social and environmental problems, as well as those that address the consequences. We have a strong interest in literacy, community services and the arts. As community

builders, we are particularly interested in organizations and projects that will affect or serve the most members of a community. **We receive more requests than we could possibly fund, and therefore have had to restrict the kinds of requests we will consider. We will NOT consider funding for:**

- \* medical care, education or other direct support for individuals
- \* competitions or athletic sponsorships for individuals
- \* wheelchair vans or transportation for individuals
- \* scholarship foundations or programs
- \* graduation parties or events
- \* travel, sponsorship or funding for student or athletic groups
- \* renovations to churches or other religious properties or institutions
- \* film or video productions, book or publishing projects
- \* business development, investments or loans
- \* conferences, meetings, exhibits or workshops
- \* organizations whose policies encourage discrimination
- \* academic research, fellowships or publication
- \* animal shelters/hospitals or rehabilitation centers
- \* renovations to historical property unless connected to a library
- \* hospice programs or facilities

If you have questions or concerns about your organization's eligibility, please contact the foundation office.

**Who is eligible to apply for a grant?**

Any 501(c)(3) organization in the state of Maine is eligible. No applications will be considered from any organization without 501(c)(3) status, with the exception of towns or schools with tax-exempt status.

**What is the size of a typical grant?** Grants range from \$500 to \$50,000. Requests should not exceed \$50,000. Endowment grants are rare, as are matching or challenge grants.

**How often can an organization apply?** We request that you only apply once per calendar year, and if you receive funding to wait two years before applying again.

**Does the King Foundation award discretionary grants?**

The Stephen & Tabitha King Foundation reserves the right to occasionally make grants at the discretion of its board members. The board selects organizations that receive funding, and letters of inquiry are not accepted for such funding.

**Does the King Foundation make multi-year commitments?** We do, occasionally. However, our preference is to award onetime grants.

**Will the King Foundation support ongoing projects or only new projects?**

We have done both, but prefer short-term projects with clearly defined goals and measurable results. Future support should never be assumed once a grant has been awarded.

**Will the King Foundation make emergency grants?** No. The Foundation has no emergency funds to distribute.

**Who will review our proposal?** The administrator and the trustees will review all requests. All materials are handled confidentially.

**How strict is your policy on application deadlines?** Because we aim for a quick turn-around, we try to be strict about the deadlines. To assure proper consideration, applications should be received in our office before the deadline date, not postmarked on that date. If our deadline happens to fall on a weekend or a holiday when there might not be mail delivery, we will accept applications until the end of the following business day.

**How will I know if my application has been received and is complete?** All applicants receive a letter or acknowledgement, and the administrator will contact you if there are questions.

**How can I receive information about the fund's assets and previous grants?** This information is available for review in person at the offices of Marks, Paneth & Shron, 622 Third Avenue, New York, NY. You may also call the administrator for information.

**Can I set up a meeting before my request is considered?**

The trustees do not meet with prospective grantees, nor do they normally make site visits, except when they consider it necessary, at which time they would request your cooperation. We prefer to work through phone and email contact.

**If we receive funding, do we need to submit a grant report?** Organization receiving a grant will be expected to keep the Foundation informed as to the progress of their project; this may be done through letters, newsletters, photos, or other pertinent materials. In special circumstances, applicants might be asked to submit a report upon completion of a project.

**What are the deadlines?**

We do two grant reviews per year, one with a June 30 deadline and one with a December 31 deadline. Decisions may take as

long as eight weeks. Applications can be submitted at any time, but will not be considered until after those deadlines.

**If we receive funding, may we publicize the grant and/or use the King Foundation name in advertising or solicitations?**

If you are awarded a grant, you must ask for permission to publicize the award.

**How to Apply:**

Complete the application form.

Include proof of 501 c 3 status, and other appropriate supporting materials as outlined in the application form.

**Send to:** Stephanie Leonard  
Administrator  
The Stephen & Tabitha King Foundation  
Post Office Box 855  
Bangor, ME 04402

Applications can be mailed to the address or hand-delivered to our office during normal business hours.

Please call 942-1800 to determine if the office is open before arriving there.

**Presentation:** Please do not submit proposals in plastic covers, binders or sheet protectors. Photographs, videotapes or other supporting materials may be included. Please send only one copy. Your application should be brief but concise.

The King Foundation will not knowingly support projects that discriminate on the basis of race, color, creed, religion, sex, National origin, age, handicap, marital status, or sexual orientation.