



## First Federal Foundation, Inc.

The First Federal Board of Directors is deeply committed to supporting local efforts that enhance the quality of life of the people who live and work in our communities. To that end, First Federal established in 2003 the First Federal Foundation. The mission of the charitable foundation is to serve the needs of its communities by actively seeking community development opportunities to support *educational, civic, health, human services, social, and cultural* organizations that address these objectives.

We request that you use the following process in preparing your grant applications. All grant applications will be reviewed by the Foundation's Board of Trustees that meets biannually in July and December to make funding decisions. Grant applications are only accepted twice per year during specific time periods. Please visit our Facebook page, website, or contact the bank for information regarding acceptance periods and due dates. The Trustees will review one proposal per organization during a 12-month period. However, those organizations that have applied and did not receive funds may reapply during the 12-month period so long as the request has been altered to satisfy the criteria of the foundation. Multi-year commitments will not be considered. All applications must be filled out and returned to the address below via mail. No faxed or e-mailed applications will be accepted.

The Foundation's Board of Trustees will follow the criteria listed below, in this order, when making funding decisions:

- Whether or not it is a capital project
- Community potential
- Geographic location
- Humanitarian consideration (including how many people affected)
- Matching funds
- Project plan and timeline
- Budget
- Background/objectives.

The minimum grant amount is \$1,000, and the maximum grant amount will *generally* not exceed \$5,000. Funds will be distributed primarily for *capital projects*, rather than operating expenses. The Foundation ordinarily does not provide grants to support the following:

- Individuals
- Political causes
- Religious organizations
- Private clubs
- Areas outside the Magic Valley.

Please consider the above criteria when sending in an application to ensure that your request fits in with the Foundation's specifications. Submit a one-page cover letter including the following information about the project or organization:

- Background and objectives
- Budget, including sources of current funding
- Specific plans and timetables
- Total cost of project
- What resources are currently available to organization
- How much matching funding is received.

Additional information is requested regarding the organization (see enclosed checklist).

Grant or contribution requests should be submitted to:

First Federal Foundation  
c/o First Federal Bank  
Attn: Ashley Frodin  
P.O. Box 249  
Twin Falls, Idaho 83303



## Checklist

**Deadline:** Grant applications are only accepted twice per year during specific time periods. Please visit our Facebook page, website, or contact the bank for information regarding acceptance periods and due dates.

The following is a checklist of the items to be included in your application packet:

- Completed Application
- Cover Letter and Proposed Budget
- If a matched contribution, Letters of Match Commitment
- Original, with accompanying documents, and 9 copies clipped together.  
**No folders or staples please.**
- State of Idaho Certificate of Incorporation and Articles of Incorporation (or a letter of determination from the Internal Revenue Service). **One copy only.**
- Notice of Employer Identification Number assigned by the IRS. **One copy only.**
- Letters of local/regional support. Maximum 3 letters.

Submit **one (1)** original and **nine (9)** copies of the application to:

First Federal Foundation  
c/o First Federal Bank  
Attn: Ashley Frodin  
P.O. Box 249  
Twin Falls, Idaho 83303



## Grant Application

Tax ID/EIN #: \_\_\_\_\_

Is this organization an IRS 501(c)(3) not-for-profit?  Yes  No

Year organization incorporated: \_\_\_\_\_

Organization's legal name (as recorded on the non-profit incorporation papers):  
\_\_\_\_\_

### Contact information:

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Grant manager (if awarded): \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization's chief official (if different from above): \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Area of the Magic Valley impacted (check one or more of the following):

Twin Falls County

Cassia County

Lincoln County

Jerome County

Gooding County

Minidoka County

First Federal Foundation dollars requested: \$ \_\_\_\_\_

Brief description of organization and how funds will be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of organization's chief official:

X \_\_\_\_\_