

Pine Family Foundation, Inc. Grant Application

Date: _____

Grant Amount _____ for research on Alzheimer's AIDS

Name of Applicant/Institution: _____

Mailing address: _____

Physical address: _____

Contact Persons: _____

Name

Title

Phone No.

Name

Title

Phone No.

I hereby certify that the information contained herein is correct and accurate to the best of my knowledge.

Signature: _____ Date: _____

REQUIRED PROPOSAL INFORMATION

I. Organization Information

- A. Attach your organization/institution prospectus if one exists. If none exists, attach the organizational document(s) pertaining to your setup.
- B. Will monies from Federal grants be used? Summarize amounts and reasons for monies being received. If no longer receiving these funds, explain why they were ceased?
- C. Explain auditing procedures for your financial records (i.e., how often, by whom). If they are not audited, explain why.
- D. Experimentation of animals must follow UCSF and NIH guidelines. Applications must specify and certify that the guidelines will be followed.
- E. Financial records must be made available on request.

II. Accreditation/Certification

- A. Explain institution/research department's accreditation status
 - 1. Is your organization/research department accredited?
 - 2. If so by whom?
 - 3. Status of your accreditation.
 - 4. Give date of next review.
- B. Attach a copy of the most recent Accreditation Certificate, if applicable.
- C. Attach a copy of the IRS determination letter or include a statement as to the status of the tax-exempt application.

III. Visitation/Verification of Project

- A. Will you agree to make time available for visitations from Foundation representatives to review the project(s) and documents relating to the project(s)?
- B. Progress reports must be submitted to the Foundation in a timely matter.

IV. Use of Foundation Funds

- A. Foundation policy limits the amount of Foundation funds used for administrative purposes to a maximum of 5%. Will you be able to comply with this requirement?
- B. Submit the name, address, phone number and title of person designated to oversee the spending of Foundation funds. Submit a brief summary of their qualifications.
- C. Submit a brief statement detailing how funds are to be used.

V. Project Information

- A. Submit a written statement of three (3) pages or less explaining your project. Include the information requested below in the statement.
 - 1. Identify specific project goal and how it will be accomplished.

Project Information – continued

2. Is the project an identifiable segment in collaboration with an ongoing larger research project? Explain relationship and projections.
3. A brief background of personnel involved with this project to demonstrate their ability to accomplish it effectively.

VI. Submission Requirements

- A. Submit original application form and three (3) copies along with supporting documents to:

Sharron Pine Catledge
1000 Jo Jo Road
Pensacola, FL 32514
(850) 477-0172

- B. Submit a curriculum vita.
- C. Submit a letter from the supervising professor.
- D. Application must be received by March 15 of the project year. Application received after the deadline will remain on file by the Foundation to be considered for funding in the following year. Notice of determination of recipients will be sent to applicants in July. Funds will be issued in August.

How did you find out about the Pine Family Foundation? _____
