

LAURA MAY STEWART TESTAMENTARY TRUST

GRANT APPLICATION GUIDELINES

UPDATED 11/26/2025

**PLEASE REVIEW THE FOLLOWING INFORMATION CAREFULLY.
FAILURE TO COMPLY WITH INSTRUCTIONS AND TIMELINES COULD RESULTS IN THE
LOSS OF GRANT OR REVOCATION OF GRANT APPROVAL.**

Your grant request will not be placed on the agenda until it is received on the application form. Do not copy this form into any other format. It is designed to be uniform for specific purposes and must be submitted as is. The application form is routinely updated, so please do not copy for future use. Please use a current application form each time you apply for a grant. If you require more forms at any time, please download the current version from the www.lauramaystewartfoundation.org website.

NOTE: Due to the guidelines of this Trust, the following grants are NOT allowed:

- **PERSONAL SCHOLARSHIPS for all ages**
- **BUSINESS START-UP EXPENSES such as laptops, computers, networks, etc.**
- **BUILDINGS – New construction, major renovations, repairs, maintenance, etc.**
- **ONGOING BUDGET EXPENSES such as salaries, utilities, rent, taxes, etc.**

1. The Laura May Stewart Testamentary Trust requires that grant funds benefit the residents of Banning or Beaumont, California. If an applicant services these cities in some manner (such as Cherry Valley Fire Department), special circumstances may exist which will be considered by the Committee and its advisors.
2. Requests must be from non-profit, charitable organizations which have received a 501(c)(3) determination letter from the Internal Revenue Service prior to receipt of a grant. The IRS publishes a list of organizations which qualify as charitable organizations under 501(c)(3). The Trust Manager can check your organization if you are unsure. A tax identification number and a copy of the 501(c)(3) determination letter are required before an organization receives a grant.
3. Grant applications which meet the guideline requirements and are submitted before the 20th of the month prior to a meeting of the Distribution Committee, will be placed on the agenda for the next meeting. (May 20th and September 20th)
4. Each grant application is considered individually. Grants are based upon availability of trust funds and the number of applications.
5. Committee membership changes annually. Each new Committee evaluates grant applications independently. *Grants are neither given nor withheld based on past grant requests.*
6. You must provide a letter with your completed application form which includes:
 - a. The name of the agency requesting grant money;
 - b. The address and telephone number of the agency or person representing the agency;
 - c. The name and contact information (phone, email) of a year-round contact person;
 - d. You must provide an itemized list of materials, equipment, services, etc. that you wish to purchase with the grant funding. Include the cost of sales tax and shipping.
7. Notification Process:
 - a. You will be notified by phone or email when your grant application is received.

- b. You will be notified of the Committee's decision by phone and/or letter approximately ten days prior to the date of scheduled grant check distribution.

8. Progress Report:

- a. You will be emailed a Progress Report Template shortly after you receive your check. This form must be completed within sixty-day (60) days and returned to the Program Manager. Receipt or non-receipt of this form will affect further grants to your agency.
 - b. Receipt(s) for purchase(s) must be submitted with Progress Report within 60 days of receipt of the grant check.
 - c. Please inform the Program Manager if the Project or Program will take longer than 60 days.
9. All grant applications should be aware that **the provisions of the Laura May Stewart Trust require that the grant funds be utilized exclusively for the benefit of the residents of Banning/Beaumont.** Therefore, the Committee and its advisors require that a Grant Agreement form be signed prior to receipt of any grant funds. This agreement states, in writing, that if the recipient organization disbands or departs the Banning/Beaumont area, it will first return any unused grant funds to the Laura May Stewart Foundation and/or will arrange for the transfer of any assets or equipment purchased with grant funds to another Pass Area charity approved by the Committee.
10. Briefly tell us about your organization
- a. **Please give the name, phone number, and email address of a contact person who will be available year-round. The Distribution Committee works all year. If your agency works on a different schedule, please include the name and contact information of someone who can always be reached so that your grant will not be held up or expire due to your vacation or time off period. If you fail to do this and we are unable to reach you, your application could expire.**
 - b. **If this is the first application your agency has made to the Laura May Stewart Foundation, you must submit a copy of your 501(c)(3) determination letter from the IRS with this application. If you are not sure whether we have such a letter on file, please contact me and I will be able to tell you if it needs to be included. It is your responsibility to determine whether the Committee needs this form from you; your grant application will not be considered without it.**

I am available to answer any further questions that you may have.

I can be reached by phone at 951-377-1145, or by email at lmstrust1975@gmail.com

Douglas Emery
Program Manager