



Foundation Grants

Program Guidelines

- Organizations requesting grants must be nonprofit organizations that have been granted a 501(c)(3) tax-exempt and public charity status by the Internal Revenue Service.
- Requests must target disadvantaged, the poor and distressed populations.
- Requests must either focus on increasing affordable housing opportunities or directly contribute to the quality of life in under-served communities.

Requirements for Grant Requests

The following information is required to submit a grant request to The PMI Foundation:

1. A summary of the request, not to exceed two pages.
2. A copy of the 501(c)(3) letter with the organization's federal tax ID number.
3. A completed W-9 form.
4. The group's name, address, phone number and contact person.
5. A brief statement outlining the proposed program, project or activity and how its programs are compatible with The Foundation objectives.
6. A brief statement of the history, purpose and goals of the applicant group, including number of members, constituents served and use of volunteers.*
7. A statement on the applicant's qualification to undertake the proposal.*
8. A copy of the group's most recent audited financial statement (or for new non-profits, a letter indicating their ability to maintain adequate financial and accounting records).*
9. A copy of the non-profit's annual report.*
10. A list of the board of directors and their affiliations.*
11. A brief statement about the qualifications of the key project staff and chief executive officer.*
12. A list of other donors, e.g. United Way, government sources and other Foundations for the previous year, indicating amounts given.*

*Most of these items can be found in the organization's annual report.



Grant Categories

Standard program categories are:

- Health and Human Services. This includes health-related organizations such as the American Heart Association, the Leukemia Society, the United Way and its member agencies, and other organizations that support aid to the disabled, youth groups and senior citizen services.
- Education. This includes day care facilities; pre-collegiate (K-12 grades); community colleges, colleges, universities, graduate schools, agencies promoting educational access; safety education, and literacy training.
- Civic and Community. This includes housing and economic development organizations; neighborhood groups; environment and public policy organizations; government groups; law and justice organizations; job training and skill development programs.
- Arts and Culture. This category includes cultural centers, museums, libraries, botanical gardens and zoos; public radio and television; arts education programs

General Exclusions

The PMI Foundation does not accept requests for the following purposes:

1. Individuals.
2. Fraternal, veteran, labor, athletic, or religious organizations serving a limited constituency.
3. Political or lobbying organizations, or those supporting the candidacy of a particular individual.
4. Travel funds.
5. Films, videotapes or audio productions.

Because the Foundation may receive funding requests far in excess of its budget, the Foundation may decline worthy causes, even when the request is laudable. This in no way reflects on the value of the organization or its programs, but rather is a result of budget constraints.

Submission of Proposal

Send the information listed under Requirements for Grant Requests to:

The PMI Foundation
Attention: [Laura Kinney](#)
Human Resources Department
3003 Oak Road
Walnut Creek, CA 94597-2098