



GRANT APPLICATION

THE PACIFIC QUEST FOUNDATION SUPPORTS local, non-profit community groups and activities and encourages Pacific Quest employees to become actively involved in the community.

The Pacific Quest Foundation contributes funds to selected non-profit organizations, and has developed a set of guidelines to help evaluate requests for support and contributions. Our Board of Directors meets once each month to review and evaluate requests for donations. To allow adequate time for consideration, requests should be received at least 90 days before the actual need for funding.

Requests will be considered from Hawaii Island based organizations in 4 categories:

- *Community or public service*
- *Environmental issues*
- *Health and education*
- *Youth and senior citizens*

**Eligible organizations must be non-profit & designated as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.*

Requests for support will not be considered from:

- *Individuals*
- *Religious or political groups*
- *Groups based outside of Hawaii Island*

In addition to the Donation Request Application, please provide the following:

- COMPLETED IRS FORM W-9
- CURRENT EXPENSE STATEMENT AND CURRENT BUDGET
- CURRENT LIST OF BOARD OF DIRECTORS
- MOST RECENT ANNUAL REPORT

Send information and completed form to: **info@pqfoundation.org**
or via mail to: **Pacific Quest Foundation ATTN: BOD**





APPLICATION

NAME OF ORGANIZATION

501(C)(3) ID

PHYSICAL ADDRESS

CITY

STATE

ZIP

MAILING ADDRESS

CITY

STATE

ZIP

CONTACT PERSON

CELL PHONE

E-MAIL

DATE OF REQUEST

DONATION NEEDED BY *(if applicable)*

E-MAIL

MISSION STATEMENT OF YOUR ORGANIZATION

SPECIFIC AMOUNTS / ITEMS REQUESTED





APPLICATION... continued

DESCRIBE HOW AND WHEN THE FUNDS (OR ITEMS) WILL BE USED:

WHICH COMMUNITY ON THE BIG ISLAND WILL BENEFIT FROM THIS DONATION?

PRINTED NAME

RELATION TO ORGANIZATION

SIGNATURE

DATE

PLEASE SEND completed form to: **info@pqfoundation.org**

or via mail to: **Pacific Quest Foundation, ATTN: BOD**

15 Kanoa St.

Hilo, HI 96720

