

# THE MILLER OIL FOUNDATION

## Guidelines for Grant Applications

The Miller Oil Foundation Board of Directors award annually grants at its July meeting based upon written applications received on or before May 31<sup>st</sup> of that year.

### APPLICATION PROCESS:

- Applications may be submitted by letter only. Applications for 2010 are due no later than May 31, 2010.
- Applications must include with their grant request a signed [Grant Attribution and Certification form](#) executed by their organization's Executive Director, Board Chair, or other Officer.
- Applicants may be contacted directly for further details or clarification during the grant review process; however the applicant may in no way change their original bid.
- All applicants will receive notification of the Board's decision.

### ELIGIBILITY CRITERIA:

Organizations must:

- Be a tax-exempt nonprofit under section 501 ( c ) 3 of the IRS Code on its own. or be applying with a sponsoring 501 (c) 3 organization;
- Be located within or provide programs to one or more of the communities of the Miller Oil Company and/or family members;
- Have goals/programs that reflect the mission, vision and values of The Miller Oil Foundation.
- Be nondiscriminatory in their policies and practices in regards to age, creed, disability, ethnic origin, gender, race and sexual orientation.

### APPLICATION FORM:

An application for a grant includes a completed application form plus several additional explanatory pages. In order to apply for a grant, your group must take the following steps:

1. Confirm that you are eligible for a grant. We award grants to a wide range of groups and organizations, but not to individuals. If your group or organization was formed for nonprofit purposes, it is likely to be eligible.

2. If this is your first time applying for a grant with the Miller Oil Foundation, you must complete a [Grant Attribution and Certification form](#). The purpose of this application is to obtain basic information that confirms the applicant's non-profit status and its ability to manage a grant. When this application is approved, it will remain on file. You will not need to complete this application for future grant requests unless the status of your organization changes.
4. Complete the [Grant Application](#) form for the project which you are seeking funds. Please also attach a thorough, detailed budget for this project.
5. Submit the original grant application form and attachments to: The Miller Oil Foundation, P. O. Box 963, Virginia Beach, VA 23451, Attention: Robin Kules, Foundation Administrator.
6. Please note that the Board's funding commitment is for no more than one year of funding at a time.

**Please note that some activities are not eligible for funding:**

- Social or political action programs that advocate a specific point of view
- Projects that are primarily intended to promote an organization or its programs rather than provide actual charitable services
- Travel to professional meetings or international travel
- Entertainment, including receptions at public events