



The Collins Companies Foundation was established as a tax-exempt charitable foundation under the laws of the State of Oregon. It is recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and has been classified as a private foundation under Section 509(a) of the Code. The Collins Companies Foundation is governed by a Board of Directors.

PURPOSE: The Collins Companies Foundation supports charitable and educational programs, primarily in the communities where Collins has manufacturing operations.

GUIDELINES: The Directors have established the following guidelines under which grant requests are considered:

1. Disbursements can be made to organizations that either:
 - (a) have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and are not "private foundations" as defined under section 509(a) of the Code; or
 - (b) have tax exemption as a governmental, tribal, or other publicly funded entity; or
 - (c) have a qualified, tax-exempt fiscal sponsor.

Note: Disbursements cannot be made to 501(c)(4) organizations.
2. Preference is given to projects and programs conducted by qualified organizations within the communities where Collins has manufacturing operations.
3. Projects, including those that are short-term in nature, should have lasting positive effects on the community.
4. Grant disbursements are intended for larger, capital-intensive projects; they should not be used for routine revenue replacement or ongoing expenses.
5. Funds cannot be paid directly to or for the benefit of any specific individual, including scholarship programs.
6. Grants for annual operating budgets or for deficit financing are not preferred.
7. In considering projects or programs involving substantial funds, the Foundation may prefer to participate with other donors and ask the applicant to seek additional financial backing.
8. The Foundation will not support efforts to influence legislation, elections, or other political action.

SUBMISSION PROCEDURES: Application for grant funding from The Collins Companies Foundation must be presented in writing. The Collins Companies Foundation Grant Application must be completed, presenting the facts about the applicant organization and the project for which the grant is being sought, supported by sufficient detail to communicate the project scope and expected outcomes.

APPLICATION AND SUPPORTING DOCUMENTS MUST INCLUDE:

1. The exact name of the applying organization and its board members.
2. The specific date when requested funds will be required.
3. A brief but comprehensive description of the project (one or two paragraphs).
4. Names, titles, and qualifications of project personnel.
5. A budget and timeline for the proposed project.
6. Estimated total of funds required for the proposed project and the amount sought from The Collins Companies Foundation. Include copies of bids or invoices.
7. Other sources being solicited for financial assistance for the project.



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8. Anticipated source(s) of required funding in addition to funds requested from The Collins Companies Foundation.
9. A copy of the letter from the Treasury Department of the United States which grants tax exempt status AND a statement that the applicant qualifies as “Not a Private Foundation” as defined in the Internal Revenue Code.
10. A copy of the applying organization’s non-discrimination policy.

If the Directors determine further information is required to make a funding decision, they may request an interview with the applicant and/or a site visit.

To submit your application and supporting documents, please choose one of the following methods:

1. Email: email TCCF@collinsco.com (.pdf format preferred)
2. Fax: 503.826.5302
3. Mail: The Collins Companies Foundation, 29100 SW Town Center Loop W, Suite 300, Wilsonville, OR 97070

MEETINGS: The Directors meet quarterly, in February, May, August and November. To be considered in the next awards cycle, applicants must submit their grant requests by the first day of the month *preceding* the month in which the meeting is scheduled (e.g., by April 1 for the May meeting). The Directors are unable to respond to emergency requests for funds. Once an application has been considered and decided upon by the Directors, applicants will be informed of acceptance or denial in writing, sent to the email or mailing address of the applicant.

REPORTS: The party receiving a grant from the The Collins Companies Foundation has a responsibility to report on the use of the funds granted. Unless otherwise indicated at the time disbursement is made, reports are requested to be made annually until the entire grant has been expended. If a project cannot proceed, funds granted must be returned to The Collins Companies Foundation. Additionally, throughout the duration of the project, any substantial changes in scope, personnel, or funds that are re-directed from the original purpose should be submitted to The Collins Companies Foundation for approval by the Directors at their next regularly scheduled meeting.

The Collins Companies Foundation appreciates acknowledgement for their contribution in support of their grantees’ projects when appropriate. Please ensure that any such acknowledgement reflects the proper name of **The Collins Companies Foundation**, and please contact the Foundation so that the Administrator may assist with providing the Foundation’s official logos, etc. Lastly, as a courtesy, the Foundation requests that the Directors are given the opportunity to review any such acknowledgement prior to publication.