



SUNDT  
FOUNDATION

# APPLYING FOR A GRANT

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The Sundt Foundation provides grants to qualifying 501(c)(3) nonprofit organizations where our employee-owners live and work. For an opportunity to be awarded a grant from Sundt Foundation, please visit [our website](#) and apply using our application provider, NextZen.

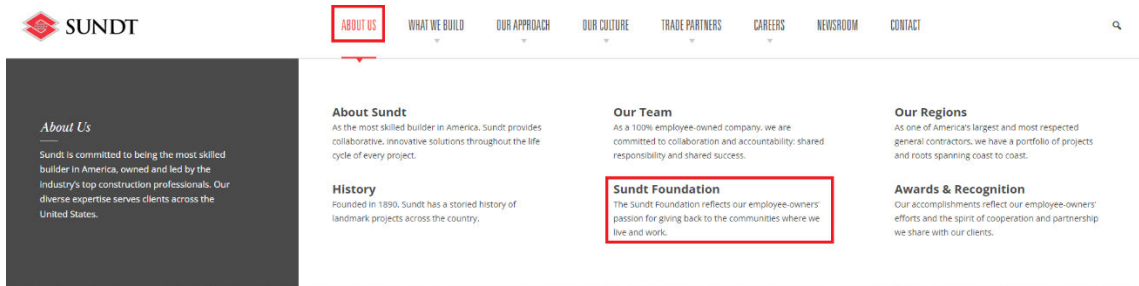
Please note we switched to this new platform in July 2024. If you had an account on our previous platform, you will need to create a new account and will not have access to past applications.

**For your application to be complete, please be prepared to provide:**

- Organizational Information
  - o Organization tax ID and address
  - o Organization website
  - o Year founded (based on the Internal Revenue Service (IRS) tax-exempt letter's Effective Date of Exemption)
  - o Your organization's 501(c)3 IRS Tax-Exempt Determination Letter
  - o A document listing your organization's current board members
  - o Date/amount of past grants you have received from the Sundt Foundation
- Financial Information
  - o Prior year's annual operating budget (annual revenue on previous year's 990)
  - o Percentage of budget used for administrative expenses
  - o Your organization's most recent 990 Filing
- Grant Request Information
  - o Organization's mission
  - o Your organization's goals for next year and how you will measure success
  - o The name of the program you are seeking funding for
  - o How this grant will improve the local community in a meaningful way
- Address verification documents (if your current address is different than your tax-exemption letter)
- Any additional needs or support your organization could use

Follow these steps to complete your application:

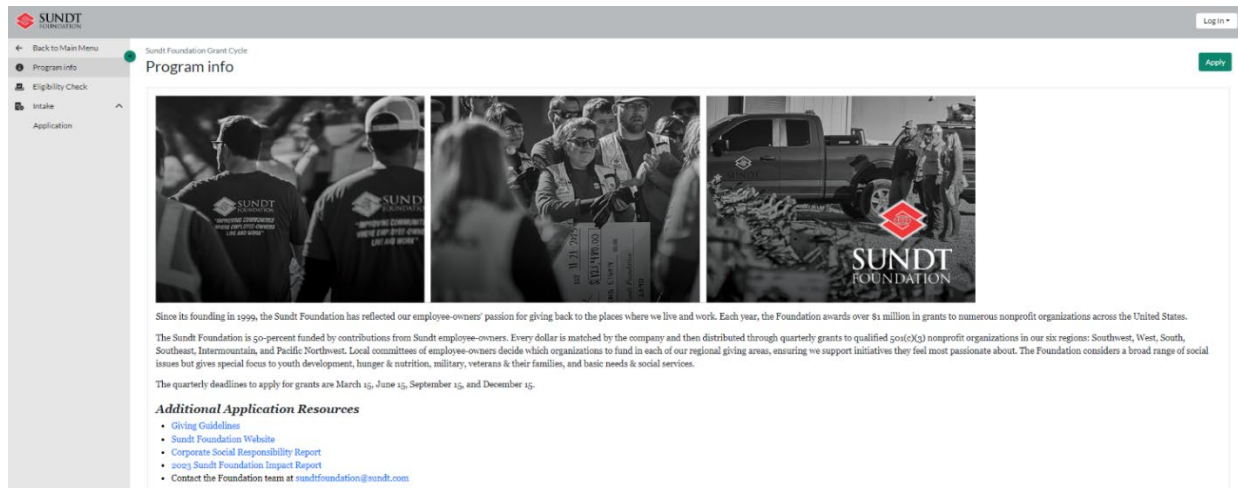
1. Visit [www.sundt.com](http://www.sundt.com)
2. Click on “About Us” and then select “[Sundt Foundation](#)”



3. Once on the [Sundt Foundation](#) page – please scroll down to the “Apply for a Grant” section and select “[Apply Now](#)”. We encourage you to review our [Giving Guidelines](#) before applying to ensure your eligibility before beginning your application.



4. From there, you will be redirected to our application on WizeHive’s platform called NextZen.



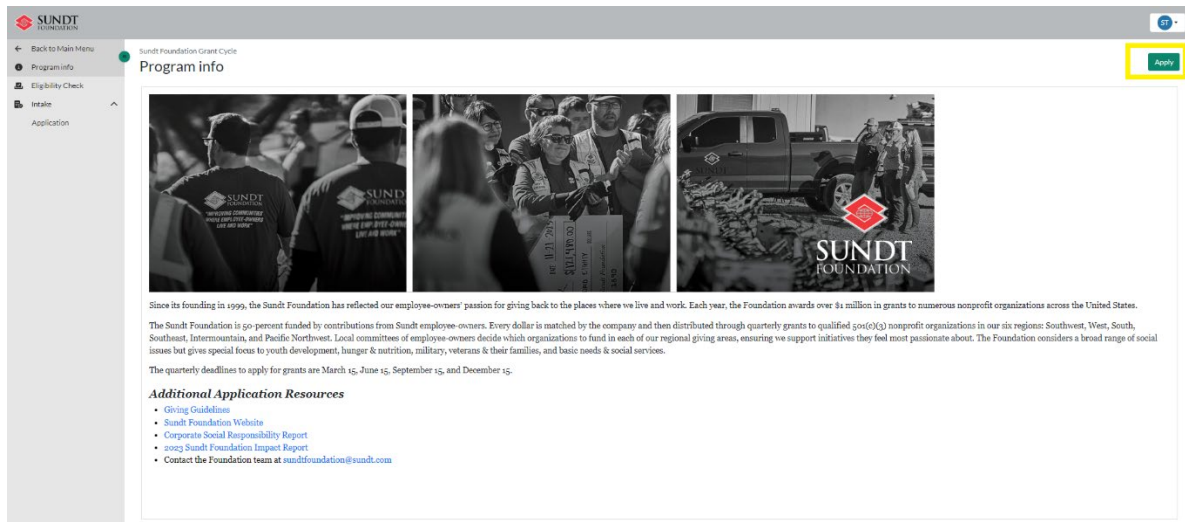
5. To begin your application, you will need to login or create an account. You can navigate to do this by clicking on “Login” or “Apply” in the top right corner.

- To create a new account, select “I’m a new user”. You will need to verify your email address with a verification code.

The first screenshot shows a registration form titled "Create an account for Sundt Foundation". It has two tabs: "I'm a new user" (selected) and "I already have an account". Below the tabs are "Signup with Google" and "Signup with EmailID" buttons. An "OR" separator follows. The form includes input fields for "First name", "Last name", "Email", "Phone", "Password", and "Confirm". A note below the password fields states: "Use 6 or more characters, including at least one upper case character and one lower case character and one digit." A "Create Account" button is at the bottom. A link for "Terms of Service and Privacy Policy" is at the very bottom.

The second screenshot is a "Welcome" screen. It says "Welcome" with a user icon. Below it, it says "To continue, verify code sent to ..." followed by a redacted email address. There are six input boxes for a verification code, with the first one highlighted. A "Send new code?" link is below the boxes. A "Next" button is in the bottom right corner.

- From there, you’ll arrive at our Program Info page. Click the “Apply” button in the top right corner to go to the application.



- To connect your organization to your account, you can "Create Using GuideStar," create your profile from scratch using "Create New Organization", or "Search Existing Profiles" that already exist on our grant platform. This last option to "Search Existing Profiles" would be used if your organization has previously applied or you have multiple people accessing the same applications, linking all your accounts.
  - Note: sometimes using the "Create Using GuideStar" option does not pull all your organization’s information, so please fill in any missing information on your organizational profile.

**No Organization Profile Associated**

Your account is not associated with an organization. In order to continue with your application, click [Create New Organization](#) below.

Search by Organization Name

Search by Organization EIN

Are you a tax-exempt organization?

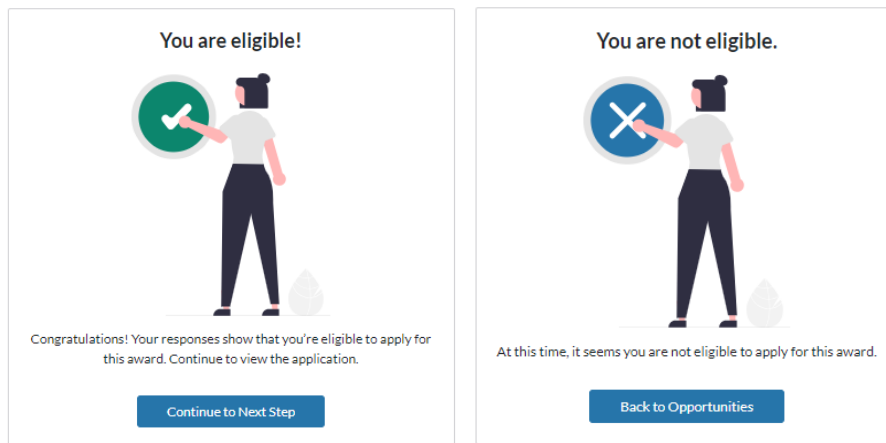
[Search Existing Profiles](#) [Create Using GuideStar](#)

OR

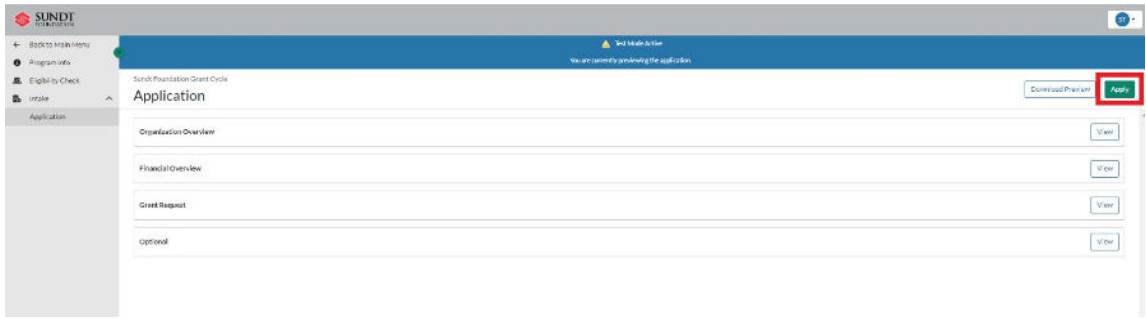
[Create New Organization](#)

[Back](#)

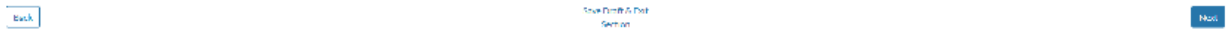
9. Once your profile is created, you will start the application process with our Eligibility Check! Please answer the questions honestly to confirm if you are eligible for our grant cycle.



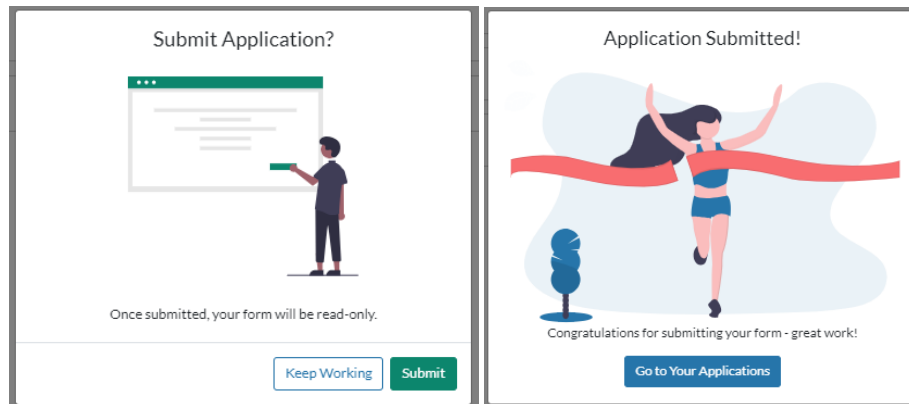
10. If you are eligible to apply, you will move to a screen to preview the application. Feel free to look through the questions before you begin the application if that is helpful in preparing. When you are ready to apply, click on the green “Apply” button in the top right corner.



11. You can select “Save Draft & Exit Section” on the bottom of your page at any time to save and return to your application at a later time.



12. When you are finished with the application, you will select “Save Draft & Exit Section” to be redirected to the Submission page. You will see the green “Submit” button.



13. Once your application is submitted, you can check the status and review it by navigating to the “Your Applications” button on the left sidebar.



If you have any questions about the grant application process or our new site, please reach out to [sundtfoundation@sundt.com](mailto:sundtfoundation@sundt.com).

# Frequently Asked Questions

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## **Is your grant application on a new website?**

Yes, we recently upgraded our grant management tool and adjusted our application in July 2024. You will need to create a new account to apply for our grant cycle, ensuring your organization still meets our giving guidelines. Some new features to support our applicants include easier ways to collaborate with your team members on applications, the ability to request additional support beyond grant funding, tracking historical data for grant funding starting now, easier 501(c)(3) status verification through GuideStar, ability to add more documents, and simplified communication through the system.

## **Were there any changes to your application questions?**

We are now requesting a shorter grant summary and adding a follow-up question with an opportunity to elaborate on your grant request. Additionally, you can request additional support beyond grant funding. We also now require your organization to upload your organization's most recent 990 filing. If your organization does not file a 990, please contact us to discuss your options.

## **How often do you award grants?**

The Sundt Foundation has four grant cycles each year. The deadlines for these grant cycles are:

- December 15
- March 15
- June 15
- September 15

Final grant determinations are made within 10 weeks of each grant deadline and communicated via email and the platform.

## **Do you only provide grants to 501(c)(3) nonprofit organizations in certain locations?**

We fund nonprofit organizations in the areas where our employee-owners live and work. We operate under a regional model and provide grants to 501(c)(3) nonprofits organizations located in: **Southwest** (Arizona, New Mexico); **South** (Texas, Alabama), **West** (California); **Pacific Northwest** (Oregon, Washington); **Intermountain** (Utah, Idaho); **Southeast** (Florida, North Carolina, South Carolina, Georgia, Tennessee, West Virginia, Kentucky).

## **Where does your grant funding come from?**

Our grant funding comes directly from our employee-owners. Employee-owners make donations via payroll deductions or one-time giving, and those funds are matched dollar for dollar by the company. Each giving committee receives their funding amount at the end of the quarterly cycle to allocate accordingly to nonprofit organizations of their choice.

Our request range is from \$2,500 - \$25,000, although the average grant amount awarded by our committees is \$5,000.

### **How many organizations receive grants?**

Every quarter the amount of grant dollars fluctuates because funding comes directly from our employee-owners. Because of this, the number of grants and amount of each grant can change quarterly.

### **How many organizations apply for grants each quarter?**

We typically get around 300 applications each quarter across all our regions.

### **Why was my organization's funding request declined?**

Our committees receive a high volume of applications and have limited funds to award quarterly. If your organization is declined, you will receive information about it for two reasons: 1) due to lack of funds or 2) due to not meeting the requirements in our [Giving Guidelines](#). Please review our [Giving Guidelines](#) prior to completing your application to ensure you meet all the qualifications.

### **How often can I receive grant funding?**

Nonprofit organizations can receive funding every 12 months.

### **Is there something I can change about my request in the future to receive funding?**

Our grants are primarily awarded in the areas of youth development, hunger & nutrition, basic needs & social services, and military & veterans. We encourage you to apply for your program with the greatest need and share with us in the application how our funds will make an impact in your local community.

### **Who reviews your grant requests?**

Each of our 12 offices across the country has their own giving committee comprised of volunteer employee-owners who are passionate about giving back. The local giving committees review grant requests after the Sundt Foundation team has been reviewed your application for meeting our [Giving Guidelines](#).

### **What grant management system do you use?**

We currently use NextZen by WizeHive. We previously used SurveyApply, which is SurveyMonkey's grant management tool. Please note you will be required to create a new account and will not have the ability to access previously submitted applications.

### **Why do you require nonprofits to have an operating budget of \$100,000 or more?**

In February 2024, we updated our giving guidelines to ensure that we are supporting organizations that have started to establish a fundraising and service model by managing an operating budget of \$100,000 or above. We will verify this number based on your organization's most recent 990 filing under "Total Revenue." An annual budget of \$100,000+ ensures that the Sundt Foundation is not the organization's only funder, verifying they are receiving funding from other sources to support their longevity as an organization. Our committees are good stewards of our employee-owner donations and want to support those organizations that are sustainable beyond our grant since our grant funding is only for one year.

### **What type of grant reporting does your cycle require?**

If your organization receives funding, we require a follow-up form one year after receiving funding. This will ask how your organization used the funds, how many lives were impacted, and a request for a

written or visual testimonial. You will have six weeks to submit this form. If you are unable to submit the form, let us know.

**Who can I contact if I have questions?**

If you have any questions about the grant application, please reach out to [sundtfoundation@sundt.com](mailto:sundtfoundation@sundt.com).