

GRANT GUIDELINES
THE JERRY LITTON FAMILY MEMORIAL FOUNDATION

1. General Grant Guidelines

The Jerry Litton Family Memorial Foundation is a private foundation established in honor of Jerry Litton, son of Charley and Mildred Litton, and his family, all of Chillicothe, Missouri. The Foundation's Articles of Incorporation allow it to consider grant proposals for a broad range of projects and goals, but all grants made must be used for exclusively literary, educational and charitable purposes.

The Foundation does not make grants to for-profit entities, or for the purpose of carrying on propaganda or otherwise attempting to influence legislation. The Foundation does not directly or indirectly participate in or intervene (including the publishing or distributing of statements) in any political campaign on behalf of (or in opposition to) any candidate for public office.

In order to save the administrative expense that would otherwise be imposed on both the Foundation and its grantee organizations in satisfying the "expenditure responsibility" required by Internal Revenue Code Section 4945(d), the Foundation makes grants only to organizations that are classified as either (1) "public charities" under Code Section 509(a)(1) or (2) or (2) "exempt operating foundations" described in Code Section 4940(d)(2). The Foundation generally requires grant applicants to submit proof of their tax classification.

Generally, Foundation does not make grants to an organization that is controlled by any director or officer of the Foundation. Further, the Foundation will not make a grant to any organization for scholarship purposes if any director or officer of the Foundation has control over the grantee organization's selection of the scholarship recipients.

The Foundation does not make grants to individuals.

Grants of all sizes are considered. The Foundation welcomes collaboration with other grantmakers.

2. Priorities

The Foundation prefers to support efforts that particularly benefit the Chillicothe and Livingston County community, where Jerry Litton and his family lived their lives. The Foundation encourages projects that are well thought out, have clearly defined objectives, and demonstrate strong community ties.

In accordance with the wishes of its creators, the Foundation will give grant priority to:

- Programs benefiting or providing for agricultural education, primarily in Chillicothe and Livingston County, but also throughout the state of Missouri.
- Support of the Litton Stadium at Chillicothe High School, the Smithville Visitors Center, and similar activities, such as the Litton Agricultural Center.
- Support of annual scholarships at Chillicothe High School, to be awarded to outstanding FFA students and other outstanding students exhibiting leadership qualities and high achievement.

3. How to Apply for a Grant

Grant application forms may be obtained by contacting the offices of the Jerry Litton Family Memorial Foundation, P O Box 695, Chillicothe, Missouri, 64601.

Grant applications may be submitted at any time. The Board meets periodically to consider applications. Grant applicants will receive notice of the decision of the Board. Grant applicants may be required to sign a Grant Award Agreement before receiving grant funds and will generally be required to report the detailed expenditure of grant funds to the Foundation.

**GRANT APPLICATION
THE JERRY LITTON FAMILY MEMORIAL FOUNDATION**

Basic Information

Name of organization

Legal name, if different

Address

Employer Identification Number (EIN)

Phone

Fax

Web site

Contact person

Phone

E-mail

Tax Classification

Please attach proof of your status as a "public charity" described in Section 509(a)(1) or (2) under the Internal Revenue Code or as an "exempt operating foundation" described in Code Section 4945(d).

Charitable Purposes

Briefly describe the charitable purposes of your organization. Use an attachment if necessary.

Structure and Activities

Briefly describe (1) the organizational and management structure and (2) the activities and practices of your organization. Use an attachment if necessary.

Proposed Use of Grant

For what purposes will your organization use the requested grant?

Control of Grant Expenditure

1. Please identify the persons who will have control over the expenditure of the grant, either individually or as part of a group. Indicate whether these persons will be able only to make recommendations or whether they will have actual control over how the grant is spent. If you are aware of any relationship, business or other affiliation between these persons and any of the Foundation's managers or their family members, please identify the relationship and the relevant individuals involved.
2. Generally, the Foundation requires grantee organizations to submit full and complete annual reports detailing how grant funds are spent. Please indicate how your organization will maintain records of its expenditure of the grant and the persons who will be responsible for submitting annual reports to the Foundation.

Proposed Budget

Please attach an estimated budget illustrating how the grant would be spent. If the grant is to be made for a particular project, please attach instead an estimated budget for the entire project. This budget should detail how the grant would be spent and should include all other funding sources for the project, including other grants applied for, received, or otherwise committed to the project.

GRANT REPORT FORM
THE JERRY LITTON FAMILY MEMORIAL FOUNDATION

Date: _____

Check one:
Interim Report _____ Final Report _____

Organization Information

Name of organization	Legal name, if different	
Address	Employer Identification Number (EIN)	
Phone	Fax	Web site
Contact person	Phone	E-mail

Report Narrative

1. Please briefly outline the purposes for which the grant was made, as stated in your proposal.
2. What progress have you made toward achieving these purposes?
3. What activities led to meeting these goals and objectives?
4. What are your future plans for sustaining your work to achieve the goals for which the grant was made?

Financials

Please attach a financial accounting showing your organization's income and expenditures from the date the grant was received to the date of this report. Please also include an itemized statement of the expenditures of the grant received from the Foundation.