

**KENNETH A. LESTER FAMILY FOUNDATION**  
**APPLICATION CRITERIA AND PROCEDURES**

**INTRODUCTION**

The Foundation is pleased to accept unsolicited applications for support. However, most grants are generated internally and only a very limited portion of the funds is available for such general grants.

**MISSION**

The Mission of the Kenneth A. Lester Family Foundation is to:

1. Conserve and enhance our environment,
2. Create educational opportunities for disadvantaged children and young people, and
3. Support the health, cultural, and civic life of the residents of Orange and Marin County, California.

**VISION**

- Our land, water, air, wildlife, and all things natural are resources that, when properly conserved and scientifically maintained, will last indefinitely for the benefit and pleasure of the human race. To that vision, we dedicate our Foundation resources to conservation, while maintaining a balance with the endeavors of mankind. We believe that the environment should be enjoyed and appreciated, and not just preserved, so we encourage outdoor experiences, including hunting, fishing, and camping.
- Our life has been enriched by good health, and through the culture and civic affairs of our community. We wish to help ensure that others enjoy these opportunities.
- We wish to devote substantial resources to help children and young people, who may be disadvantaged due to financial or other circumstances, attain their dreams. We believe that education is the key to opportunity and personal fulfillment.

**FOCUS**

- **The focus of the Foundations conservation grants** will be to support organizations which focus on conserving the natural resources and environment for the benefit and use of the general public within the United

States of America. Consideration will be given to grant requests to be used for: land acquisitions for creating or expanding parks, preserves and wildlife habitat, the preservation of wild and scenic places, clean water and air programs, the preservation of historical sites, and the sustainable use of natural resources including hunting, fishing and camping.

- **The focus of the Foundation's community grants** will be to support parks, recreational programs and facilities, museums, theaters, art centers or other developments that will offer the people of Orange County and Marin County greater lifestyle opportunities, and to encourage their involvement in the civic affairs of their community.
- **The focus of the Foundation's health care grants** will be to support organizations dedicated to the health and welfare of the residents of Orange and Marin County, California. We will also support organizations nationwide in their ongoing research and development of products and procedures designed to enhance the quality of life for people with life threatening diseases.
- **The focus of the Foundation's educational grants** will be to support programs that provide students from financially disadvantaged families with the resources needed to achieve in education, including scholarships, college preparatory academic studies, extra curricular programs that promote leadership and initiative, specialized learning programs for the arts and sciences, special needs programs, recreation programs and experiential learning opportunities.

## **ORGANIZATIONAL REQUIREMENTS**

Applicant must be a public charity, organized under IRC sec. 501(c)(3), and qualified under IRC Section 170(b)(1)(a).

## **USE OF FUNDS**

Grants may be used for:

- Operating expenses,
- Capital expenses,
- Programs and projects, and/or
- Support scholarship programs offered through educational institutions.

***Grants may not be used for start-up organizations.***

## **GRANT CRITERIA**

Grant amount for fiscal year January 1 through December 31:

Minimum:	\$5,000
Maximum:	\$25,000

### **Frequency of grants**

- Single year grants are preferred. Multi-year grants may be permitted, but should not exceed three years. The Foundation may elect, at its option, to provide extend grants beyond three years, but this may not be requested by an Applicant.
- Applicants for multi-year grants may be required to demonstrate appropriate use of the grant proceeds and attainment of previously agreed to benchmarks or performance goals after the first or subsequent years, before further installments are paid.
- Single year grants may not be renewed after the third consecutive year, unless there is a one-year break, after which the grantee may resubmit for consideration.
- Multi-year grants may not be renewed after the completion of the commitment, unless there is a one-year break, after which the grantee may resubmit for consideration.

## **GRANT AGREEMENT**

Grantees must sign a grant agreement, which sets for the terms and conditions of the grant.

## **REPORTING REQUIREMENT**

Grantees shall be required to submit a report to the Foundation, within twelve months of the receipt of the Grant Proceeds, containing a description of the use of the Proceeds, and the status or progress of the project or program for which the Grant was given.

## **APPLICATION PROCEDURE AND PROCESS**

- Application for a Grant shall be submitted by Internet on the form provided.
- Applications shall first be requested with a Letter of Inquiry by Internet on the approved form. The Applicant will be informed whether the Foundation will invite a Grant Application. Incomplete applications will not be considered.