



HARRY C. TREXLER TRUST

Frequently Asked Questions

How do I apply for a grant from the Harry C. Trexler Trust?

Prospective grantees are welcome and encouraged to contact the Trexler Trust staff with any questions or to request a meeting well in advance of the December 1st deadline to discuss the grant application process.

For your convenience, listed below are some frequently asked questions to assist you in preparing your Grant Application Summary Form and attachments.

If you or your organization have never completed the Grant Application Summary Form that must accompany your grant request, it is recommended that you call or meet with Trust staff.

Q: *How do I determine if my organization is eligible to apply for funding from the Trexler Trust?*

A: Based on the interpretation of General Trexler's Will by Lehigh County Courts, charitable organizations eligible for funding must be domiciled in Lehigh County, Pennsylvania. Domicile is documented by the legal address of the organization and principal place of business stated on its Articles of Incorporation as filed with the Commonwealth of Pennsylvania.

Q: *What is a Lehigh County Charity?*

A: In addition to being domiciled in Lehigh County, Pennsylvania, an organization must serve a substantial number of Lehigh County residents.

Q: *My organization isn't domiciled (see definition above) in Lehigh County but serves a substantial number of Lehigh County residents of Lehigh County. Is my organization eligible to apply for a grant?*

A: No. Charitable organizations eligible for funding must be domiciled in Lehigh County, Pennsylvania. Applications from organizations located outside of Lehigh County will not be considered.

Q: *We are a new organization and have applied for recognition by the IRS as a 501(c)(3) organization but haven't received our determination letter.*

A: Any new organization without their IRS 501(c)(3) determination letter by the December 1st deadline will not be considered for a grant.

Q: *We have a sales tax exemption certificate from the Commonwealth of Pennsylvania. Can we use this?*

A: No. A sales tax exemption certificate is not a substitute for an IRS determination letter confirming status as a 501(c)(3) organization.

Q: *Can my request letter be shorter or longer than three pages?*

A: Request letters may not exceed three pages. Other documents requested in the Grant Application Procedure are not considered part of the three-page narrative.

Q: *How many copies of my grant request must be submitted?*

A: One unbound copy of the grant request is required. Stapled pages are acceptable. Report covers, folders, etc., will be discarded.

Q: *Define Date of Each Document*

A: This is the date of the most recent copy of each requested document. For example, your Articles of Incorporation were approved by the Commonwealth on a specific date while your board of directors likely approved the organization's by-laws on an entirely different date. We require the dates of approval of each document. Refer to your copy of your previous Grant Application Procedure to determine whether any new and/or updated documents must be submitted. If you are unsure do not re-submit

documents, please call the Trexler Trust office and we will provide you with the dates of the documents that we have on file. Do not leave lines blank. N/A is not acceptable. Your request will be incomplete and not considered. Please discuss your questions with the Trexler Trust staff.

Q: *Who is an officer of the organization?*

A: Officers are named in your organization's by-laws. Typically, an executive director is not an officer.

Q: *Is an original copy of the Grant Application Summary Form required or may I complete and submit a copy?*

A: A copy of the Grant Application Summary Form is acceptable. You may access written grant application guidelines using this link: Grant Application Summary Form or by selecting Grant Application on the home page of the Trexler Trust's website. The Grant Application Summary Form is available on line and writeable and printable. The form may also be printed blank and completed in neat handwriting.

Q: *May I submit my Grant Application Summary Form, Grant Request Narrative, and/or corresponding documentation on-line or via email?*

A: No. The Trexler Trust does not accept any information electronically and does not offer the ability to submit grant applications on line. One original grant request letter must be accompanied by the completed Grant Application Summary Form and all requested documents. The full submission must be received in the Trexler Trust office no later than 4:30pm on December 1st.

Q: *Our Audit and/or Form 990 won't be completed by the grant application deadline, should I resubmit previous copies of the Audit and Form 990?*

A: No. On the Grant Application Summary Form, write the date of the previously submitted document where requested, and check the box signifying not included. Please provide hardcopies as soon as the new documents become available.

Q: *Operating vs. Program budget which one do I need to submit?*

A: All organizations must submit an operating budget. If you are requesting support for a specific project or program, you must submit that project or program's budget, too.

Q: *How should I format the list of Board of Directors for submission?*

A: Please submit the list in a readable size font. The list must include name, mailing address and individual term from beginning to end.

Q: *When will we be notified of a decision?*

A: Ordinarily, letters are mailed the first week of May to each applicant advising them of the decision.

Q: *When are funds released?*

A: Distribution of grant checks by U.S. Mail typically occurs in July or August.

Q: *Why is a Receipt and Order to Satisfy Award required?*

A: This form which must be notarized and signed by an officer is required by the Orphans' Court of Lehigh County. The Trust must promptly file these forms with the Court, therefore your cooperation in completing and returning this form is required.

It is recommended that you keep a copy of the Grant Application Summary Form for your files.

The Trexler Trust's annual deadline is December 1st. Grant applications must be complete and received, in paper form with all attachments, no later than 4:30pm on December 1st. If your request is not physically in the office by 4:30pm on December 1st, your application will not be accepted.

Thank you for your charitable service for the benefit of the residents of Lehigh County.