



## Mazuma Foundation Grant Application Instructions

**Step 1: Read “The Mazuma Foundation” grant guidelines and criteria:** First, read the guidelines to ensure your organization and project is both eligible and fits within the Mazuma Foundation’s granting priorities and guiding principles. The Mazuma Foundation only issues grants to 501c3 organizations that function to achieve successes in one or more of our three pillars of Corporate Social Responsibility: education, the arts, or community development.

**Step 2: Complete the application:** To compete for a Mazuma Foundation Grant, you must complete in full and submit a current Mazuma Foundation Project Grant Application. Applications will be accepted from July 1<sup>st</sup>, 2017 through midnight on October 15<sup>th</sup>, 2017. No application will be accepted that is not postmarked on or before October 15<sup>th</sup>, 2017.

**Step 3: Provide ALL supporting documents with your application:**

### **Supporting Document 1: Financial Statements**

Please attach a copy of your most recent independently audited financial statements with your application. If not available, include a copy of your most recent unaudited financial statements. Internally prepared statements must include income statements and balance sheets for your reporting year.

### **Supporting Document 2: List of Elected Board Officials**

This list must include names and board positions. Also include Board Members’ occupations if relevant to their participation on the board.

### **Supporting Document 3: Business Plan**

Please include your organization’s business plan for the upcoming year. Additional information may be requested upon review.

## **Submit Your Application**

### **Option A: Electronic**

Email full application and attachments to Mark Thompson  
mark.thompson@mazuma.org

### **Option B: Mail**

Mazuma Credit Union  
Attn: Mazuma Foundation Grants  
7260 W. 135<sup>th</sup> St.  
Overland Park KS, 66223

### **Option C: Hand Deliver**

Drop off your completed application at any Mazuma branch. Check location and business hours of a branch close to you.