



GRANT APPLICATION GUIDELINES

## We are a Foundation with heart.

At Sincere, we build technology that brings you closer and helps show you care to the people who matter the most. Our Company is home to Punchbowl®, Lovebird®, Timehop®, and Memento®. With our Foundation, we support organizations that address the basic needs of a community — food security, housing stability, and safe spaces — and envision a future where everyone has the opportunity to celebrate, recognize milestones, and honor memories. We will consider grants of up to \$25,000 for unrestricted operating support.



### Eligibility Requirements

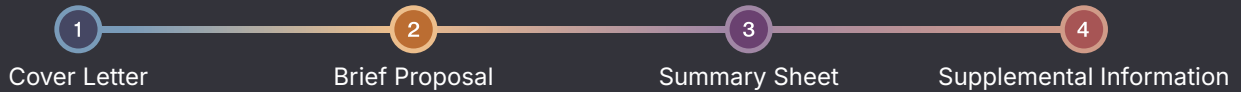
To be considered for a grant, organizations must be a registered 501(c)3 within the USA, have a total operating budget of \$25 million or less, provide services within Massachusetts, and align with our Foundation's funding priorities.

The Review Committee will give special consideration to the following:

- The overall need of the target population served by the applicant organization
- The target population's need for the specific service
- Number of Massachusetts residents served by the project or work
- Impact of the project or organization on the population served
- The grant's impact on the organization's ability to achieve their project goals
- Sustainability of the project or organization once the grant period ends

# Application Instructions

To apply for funding, please submit:



## 1 Cover Letter

All applications should include a thoughtful cover letter, signed by your organization's Executive Director or Board President.



## 2 Proposal

Please include the following information. Narratives should be no more than 3 pages in length.

- Mission and brief history
- Major programs and geographic scope of services
- Organizational structure and number of staff
- The project or purpose for this grant funding
- The target population and community needs your organization will address
- The impact of the quality of life of the target population

If you apply for funding for a specific project, please also include:

- How the proposed project complements the mission and activities of your organization
- The goals (qualitative and quantitative) your project will achieve
- A specific timetable of activities to attain your stated goals
- Plans to sustain the project beyond the grant period
- Itemized project expenses (e.g. salaries, equipment, printing)
- Which project expenses will be covered by the grant
- Projected project revenue, including all funding sources (in-hand and anticipated) and amounts for each source



### 3 Summary Sheet

The grant application summary sheet should be 1 page in length and include the following:

- Legal name of your organization
- Mailing address
- Grant contact person name, email, and phone number
- Total revenue from your most recently completed fiscal year
- Total expense from your most recently completed fiscal year
- Total grant amount requested
- Brief summary of the request



### 4 Supplemental Information

All grant applications must also include the following appendices:

- Current organizational operating budget
- List of board of directors
- IRS 501(c)(3) determination letter
- Latest audited financial statement or the equivalent, as required by law
- Payment information, including to what entity a check should be made payable and to whom the check should be mailed



### 5 Bonus!

Your organization has been turned into a new species of dinosaur. What's its name, and what's its most impressive (or ridiculous) feature?



Please submit application materials to  
[foundation@sincere.com](mailto:foundation@sincere.com)