

**The Salem Foundation – Unrestricted Funds  
Pioneer Trust Bank, N. A., Trustee**

**GUIDELINES FOR APPLICATION**

Applications will be accepted  
**March 1 through May 1** for the June grant cycle and  
**October 1 through December 1** for the January grant cycle

Please use the online application form available here: <https://www.salemfoundation.org/grant-application/>.

Your code is **000000**

Please fill out the online form and attach the following:

1. Project Narrative (1-2 pages), including a description of the persons or groups to be served. The narrative should include the number of people served during a one-year period.
2. Project Budget (include other grant funding requested and/or received).
3. List of Board of Directors and affiliations.
4. Copy of 501(c)(3) letter and documentation of any changes in the name of the organization.
5. Year-to-date financials.
6. Most recent fiscal year end financials.

Please upload no more than 6 PDFs. Each PDF may not exceed 10 MB.

A “Thank you” message will appear on the screen when your application has been successfully uploaded. If you do not see the “Thank you” message, please review your form for missing required information. After successful upload, you will receive an email confirming that your application has been received. If you do not receive an email within 24 hours, please contact us immediately.

If you have any questions, please contact us at [salemfoundation@pioneertrustbank.com](mailto:salemfoundation@pioneertrustbank.com) or 503-363-3136 ext. 280.