



**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 submit a grant request for up to \$5,000.00.

To submit a request, please fill out the online form and attach the following:

1. Project Narrative (1-2 pages). Please answer the following questions:
  - Who does this project or program serve in Salem?
  - How does this project or program impact Salem?
  - What is the approximate number of people served by this project or program?
2. Project or Program 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 503-480-1946.