

TRUSTEES

Jed Rapoport
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**SYLVIA PERKIN PERPETUAL
CHARITABLE TRUST**

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GUIDELINES FOR GRANT PROPOSERS

PREAMBLE

The Sylvia Perkin Perpetual Charitable Trust, also known as, “The Perkin Trust”, has been supporting local charitable organizations since 1985.

Morris Perkin, husband of Sylvia, was a graduate of the Harvard Law School and practiced law in the Lehigh Valley from 1932 until his death. As an Attorney, he searched for a better way to track his time. With a pencil and a ruler, Morris created an organizer he called the “Day Timer.” He found it to be such a valuable tool he decided to market it as a product for all those who need to keep their time, their schedule, notes and reminders in one convenient place. He founded Day Timers, Inc. in 1950 and established a manufacturing facility in East Texas, Pennsylvania. The company became a significant employer and an excellent corporate citizen. The Day Timer became the gold standard of organizers and was one of the first of such products, which proved instantly popular with other professionals. Long before the advent of the Palm Pilot® or the i-Phone® “Let me put that in my Day Timer” became a statement heard throughout legal and business communities on a daily basis. The Day Timer was so popular that it had offices in Canada, the United Kingdom and Australia. During his years as a practicing attorney and entrepreneur, Morris and Sylvia Perkin always gave back to the community in which they lived and raised their son, Andrew.

When Day Timers was acquired by Beatrice Foods, Inc. in the early 1970’s, Morris and Sylvia made the decision to use their wealth to support local charitable organizations. Morris passed away in 1976 and Sylvia followed in 1985. Upon the passing of Sylvia, The Perkin Trust came into existence.

Currently, the Co-Trustees of the Trust are Jed Rapoport, David Wiener and Michael Prokup. The Co-Trustees have created these guidelines for the benefit of Grant Proposers.

PURPOSE OF THE SYLVIA PERKIN PERPETUAL CHARITABLE TRUST

In her Will, Sylvia Perkin designated the following guidelines for the selection of recipient organizations:

- Jewish organizations and institutions;
- Museums;
- Educational Television Stations;
- Private colleges and universities;
- Hospitals, clinics, medical facilities, or organizations engaged in medical research or for medical research purposes;
- Organizations and charities directed towards public health and welfare;
- Community funds or chests directed to general support of charities within the Lehigh Valley area; and
- Charitable organizations supporting the arts, including historical societies.

These guidelines were established in the Will to provide guidance only; selection and funding of recipient organizations is at the sole discretion of the Trustees.

All Grant Proposers must be organizations described in Section 170(c) of the Internal Revenue Code, as amended, for which a charitable deduction is allowable under Section 2055 of the Code. Eligible beneficiaries of the Trust must be located within the area commonly known and designated as the Lehigh Valley and immediate areas closely adjoining thereto.

The Trust seeks proposals that will make an impact on the population served by the proposing organization in meaningful ways. In this regard, the Co-Trustees will not entertain grant proposals to fund the operating budget of an organization. The Co-Trustees desire proposals that will establish or expand programs that carry out the mission of an eligible beneficiary; the Co-Trustees will also entertain proposals for capital projects that will, likewise, further and enhance the mission of an eligible beneficiary.

GUIDELINES: PROCESS

Grant proposals can be large or small, short term (within the span of 1 year) or long term (not more than 3 years). Most grants from the Trust range from a few hundred dollars to a few thousand dollars. The large grant category applies to grants of \$10,000.00 and above.

Proposals should include specific goals and objectives; time lines for achieving those goals; impact on the Lehigh Valley community; a project implementation plan; a detailed budget; and, measurable criteria by which the degree of success of the grant can be determined. The Co-Trustees require that each grant's use be documented and reported following the term for which the grant has been made. Our goal is to maximize the impact of each grant.

All Grant Proposals must be submitted electronically; the website for the Trust is www.perkintrust.org. Grant submissions should be made no earlier than October 1 and no later than January 31. Specific questions relating to the grant making process may be submitted to mprokup@prokuplaw.com.

General Criteria and Limitations

- Qualifying tax-exempt 501(c)(3) organizations are eligible to apply for grants consistent with the purposes of the foundation to which they are applying.
- Applicants that have previously received funds must be in good standing with respect to any required status reports or other conditions imposed before submitting a new proposal.

Communication

- Applicants will receive an email acknowledging receipt of their request.
- If a grant is approved, the grantee may be required to sign and return a grant agreement prior to receiving funds.
- Progress reports and completion reports may also be required for approved grants.

Tips

- Review the entire application and gather the necessary information before entering any answers. Compose long answers using word-processing software, and then copy/paste your answers into the application form.
- Please use correct grammar and do not use all capital letters.

Note: If additional space is needed for any response, please attach a continuation sheet (and identify the item to which it pertains).