

# Tan Family Education Foundation

譚氏文教基金

## Grant Application Guidelines

(March 3, 2015)

### I,

The Tan Family Education Foundation (Foundation) is a non-profit organization registered in the State of California, USA in 2012. The preferred, but not limited to, areas that a grant will be considered are:

- A, To support the organizational effort of artistic training and related activities for young talents, where the main purpose is to learn and appreciate of the traditional Chinese culture and its values. The majority of the beneficial recipients should be Chinese or Chinese-related Asian.
- B, To provide scholarship for academic outstanding, talented, and financially needed Asian students in all age categories on yearly or multi-yearly basis. Recommendation from respected teachers would be beneficial, but not mandatory, for the application. The achievement of the recipients will be reviewed annually based upon his/her academic, artistic, and general moral behavior for the continuation of the scholarship.
- C, To support the short term teaching scholars program.
- D, To support the upgrade and improvement of the general facility of educational institutions, including remodel or reconstruction in the name of the “Tan Family Education Foundation.”
- E, To support specific research in science or medical fields that will meet the purpose of the Foundation.

### II,

The Foundation does not support politically or religious oriented projects.

The application organization should have an USA non-profit 501(c) (3 ) status.

### III,

To submit an application for a grant, the following information should be provided:

- 1, The name of the organization, and its IRS 501(c) (3 ) tax ID number.
- 2, The name of the contact person who will be responsible for the execution of the grant, including email, mailing address, phone, and website.
- 3, The purpose of the grant application.
- 4, The impact of the grant if funded and means of evaluation of the impact.
- 5, The supporting information including history and mission statement of the organization, recommendations and/or references who could support the application, media clips (news reports, DVD, YouTube, and etc.) that will support this application for evaluation.
- 6, The organization’s budget showing how this grant will be applied.
- 7, **A final report on the impact of the grant used should be submitted one year after it is issued before August 30 of the following year. A progress report should be submitted before November 30 of the same year.**

### IV.

Application and supporting materials should be submitted on or before **August 30** of that year to the following address:

Dr. Catherine Tan Chan

Tan Family Education Foundation

3 Partridge Lane, Lincoln, MA 01773

Email: [jialintan58@gmail.com](mailto:jialintan58@gmail.com)