



Welcome to the GELNETT TRUST

The sole purpose of the Gelnett Trust is to promote the health, education and welfare of the citizens of the Borough of Selinsgrove by and through the distribution of the interest income for civic purposes. Thanks to the generosity of Francis "Rudy" Gelnett, the residents of the Borough of Selinsgrove will benefit for generations to come.

The Pennsylvania Borough Code provides certain areas to which Borough Council is authorized to make appropriations using municipal funds. All must have a public purpose.

Organizations that may be considered for funding include:

Library, Volunteer Fire, Ambulance & Rescue, Borough Anniversary/Bicentennial Group, Humane Society (if Borough contracts to provide pick-up service for strays), Nurses Services, Tourist Promotion, Organizations of Veterans, Care and Erection of Memorials, Rewards for apprehension of certain Criminals, Municipal Music, Civic Purposes, Neighborhood Crime Watch, and Senior Citizen Organizations.

Funding may Be Provided for:

1. Program development and special projects.
2. Equipment that brings new capabilities to an organization.
3. Capital campaigns.
4. Special projects.

Funding may Not Be Provided for:

1. Proposals for annual campaigns, general endowment funds, and operating budgets.
2. Requests from individuals for any purpose including loans, scholarships, or emergency needs.
3. Mass mailings.
4. Promotion of religious or political activities.
5. Replace fundraising efforts or Grant opportunities.

Eligibility

The Selinsgrove Borough does reserve the right to initiate projects and to fund organizations that are of particular interest to the Borough.

The Pennsylvania Borough Code **prohibits** donations of municipal funds to: the Salvation Army, Boy's Club, Girl's Club, Scouts, Cancer/Heart etc. Associations, Schools, Rotary Club/Lions Club, Church, Scholarships, Loans, Private Enterprises, Memorial gifts to employees' relatives, Memorial gifts to Officials' relatives.

How to Apply

Visits by applicants to the Borough Office are discouraged. On occasion the Selinsgrove Borough Council may initiate a visit to an organization applying for funds.

Typically a Two-Stage application process will occur. Depending upon the size of the grant or the frequency in which grants may have been given in the past to an applicant, funding may be authorized after completion of the first step. **Included in this website is an application form that must be submitted with all requests for funding (See link at bottom of page).** For the convenience of applicants the two page application form can be printed, and photocopied (**BUT MUST REMAIN A TWO PAGE APPLICATION WITH ONE STAPLE IN UPPER LEFT CORNER**). DO NOT USE NOTEBOOKS, FOLDERS, OR BIND PAGES TOGETHER. No additional back-up materials, videos, or cassettes are to be sent because they will not be reviewed and cannot be returned.

No applications are to be submitted by fax or e-mail.

First Step of The Process

3 copies of the following documents must be submitted:

1. One-page cover letter signed by the executive director or person in charge of the organization of project. The cover letter should indicate whether funding is being requested as a multi-year award. Funding can be sought for one or up to five years.
2. Completed two-page application.
3. Complete budget of the project, including amount of grant money being requested, plus detailed description of other sources of support.

1 copy of the following documents are required (if applicable):

1. Most recent annual report and financial statement.
2. Copy of IRS letter verifying nonprofit charitable status. Do not send any document from Department of Revenue for Pennsylvania. A sales tax exempt notice or state corporation certificate is insufficient.
3. Separate one-page, line item budget identifying the projected income and expense of the organization.

Second Step of The Process

At the conclusion of the first step of the process, funding may be granted or denied. A second step may be necessary with additional information and documentation being required. The following items may be requested:

1. An explanation of the program to be funded including timeframes, objectives and goals.
2. Organizational overview including mission statement, history and services provided.
3. Current list of officers, directors and trustees.
4. Statement projecting funding sources for future years to assure completion of project if timetable calls for multiple years.
5. Statement defining assessment and evaluation plans to measure the success of the project.

Your organization may be visited for inspection and interviews.

Size of Donations

Donations range from \$1,000.00 to \$25,000.00, but smaller and larger donations are given. Rarely are donations given to pay all costs of a project. Broad-based community support through contributions from local citizenry and volunteerism is viewed favorably. The applicant should state if multiple-year payments of the donation will be acceptable. Payments will be made as a reimbursement of an expenditure with supporting documentation including a copy of the check or a direct payment to a vendor with appropriate documentation as required by Selinsgrove Borough Finance Committee.

GELNETT TRUST

**1 North High Street, P.O. Box 34
Selinsgrove, Pennsylvania 17870-1604
570 – 374 – 2311**

[Click here to go to the application form.](#)

GELNETT TRUST APPLICATION FORM

(MUST BE COPIED IN THIS FORMAT AND REMAIN 2 PAGES)

Please check off the items on the list below and return this two page application form with all items attached. If any item is omitted or copies of everything are not received, then consideration will be delayed.

___ (3 copies) Two-page Application Form. All questions must be answered. (if applicable)

___ (3 copies) A one-page, cover letter.

___ (3 copies) A one-page, line-item budget identifying the projected income and expenses of the project.

___ (1 copy) IRS Tax Determination Letter Of tax exempt status. (if applicable)

___ (1 copy) A one-page, line-item budget identifying the projected income and expenses of the organization. (if applicable)

___ (1 copy) Most recent annual report and financial statement. (if applicable)

Name of Organization:

Tax ID Number: _____
(Must be number of organization listed above)

Chief Administrative Officer and Title:

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Total current assets (market value) of organization:

\$ _____

Total current endowments: \$ _____

Total current fund balance: \$ _____

Date of incorporation: _____

Total expenditures for the last three years:

20__ \$ _____

20__ \$ _____

20__ \$ _____

Date of organization's last outside and/or qualified audit: _____

ABOUT THE PROGRAM/PROJECT

GENERAL INFORMATION

Program/Project Title: _____

Amount Requested from the Gelnett Trust:

Purpose of the program/project: _____

Beginning and ending dates of the program / project:

_____ to _____

Date for which funding is requested:

_____ to _____

Program / Project director's name title:

Total program / project budget \$ _____

How much money was received to date for the program / project? \$ _____

Past funding from the Gelnett Trust for this program / project or to organization:

Future funding (if program / project is to continue beyond the grant period, what are the plans for funding this program / project upon expenditure of this grant?)

\$ _____

Potential Funding from other sources (public or private should be listed): _____

PROPOSAL / PROJECT SUMMARY

Please summarize the need for the program/project and how the program/project seeks to meet the need. Describe how success will be measured.

Signature of Chairman or Executive Officer Title Date