

STANLEY SMITH HORTICULTURAL TRUST

Additional Guidelines for College and University Applicants

1. Tax ID/EIN Eligibility and Grant Reporting Status

Because the Trust's application process is very competitive, and to ensure it is open to as many qualified applicants as possible, only one proposal per organization or program will be considered in a given year. "Organization" is defined by the unique Tax ID/EIN associated with the proposal and by the project or program that would receive the award.

Different campuses of a university system are excluded from this restriction, but this exemption applies only to geographically separate campuses (not separate units, offices, departments, programs, etc. of a single campus).

Likewise, a particular program or department of a university (e.g., an arboretum or botanical garden) may not submit a new proposal using a different EIN (e.g., using the University Foundation's EIN instead of the University's EIN) if the original program or department has not yet met its reporting obligations to the Trust for a prior grant.

The following examples illustrate the most common scenarios for college and university applicants:

- A college or university may not use the same EIN to apply for a new grant, if that EIN is currently associated with an active grant that has not yet met its reporting obligations, even if the new request is for a different department or program.
 - For example, State University Arboretum (using the University's EIN) is currently ineligible due to an outstanding report. State University Botanical Garden (a different department) cannot currently apply for funding using the University's EIN.
- A college or university may not use a different EIN to apply for a new grant for the same project or program that has an active grant that has not yet met its reporting obligations.
 - For example, State University Arboretum (using the University's EIN) is currently ineligible due to an outstanding report. State University Arboretum cannot currently apply for funding using the University Foundation's EIN instead.
- Colleges and Universities may use different EINs for different project or programs.
 - For example, State University Arboretum (using the University's EIN) is currently ineligible due to an outstanding report. State University Botanical Garden (a different department) could apply using the University Foundation's EIN, assuming neither this EIN, nor the State University Botanical Garden, is ineligible due to an outstanding reporting obligation.

If you have any questions about the Tax ID/EIN associated with your application, or with your college or university's grant reporting status, please contact grantsmanager@adminitrustllc.com

STANLEY SMITH HORTICULTURAL TRUST

Additional Guidelines for College and University Applicants

2. University Payee Policy

It is the Trust's standard policy to mail grant payments to a grantee organization's senior executive, such as a CEO or Executive Director. In the case of colleges and universities, this is typically a Dean or President. If the Trust were to award a grant to a college or university, payment would be sent to the Dean or President (or equivalent).

If you are applying for funding on behalf of a college or university (using that college or university's EIN), and, assuming a grant is awarded, would like to have payment sent to a different recipient at the school, **please include in your cover letter the preferred alternative name and mailing address to which the Dean or President authorizes the Trust's payment be sent.** This cover letter must be signed by the Dean or President (or equivalent). If a grant is awarded, the Trust will mail payment to the preferred alternative name and address, and a copy of the award letter will be mailed to the Dean or President.

Note that this policy does not apply in the case of a college or university *foundation* using a separate EIN from that of the school. In that case, the CEO or Executive Director of the foundation would be responsible for signing the cover letter.

If you have any questions about the University Payee Policy, please contact grantsmanager@adminitrustllc.com