

**THE HERBERT A. TEMPLETON FOUNDATION  
STATEMENT OF POLICIES AND PROCEDURES**

The Herbert A. Templeton Foundation is an Oregon charitable corporation which was founded in 1955 by the late Herbert A. Templeton. The present trustees of the Foundation are Jane T. Bryson, Linda M. Girard, Terrence R. Pancoast, Henry R. Richmond, Ruth B. Richmond and Loren L. Wyss.

The principal activity of The Herbert A. Templeton Foundation is the making of grants to appropriate tax-exempt organizations in the areas of education, social concerns, performing arts and humanities. The Foundation endeavors to remain responsive to changing conditions, and perceptive to emerging and critical needs. Overall, the trustees feel a strong commitment to strengthening the quality of life for the total community with special emphasis on giving support to youth.

Over the years, grants have regularly been made to various educational, youth, cultural, and social service organizations for both capital and program purposes. However, currently priority is placed on direct services. Grants generally are made only to organizations operating within the State of Oregon or for purposes significantly affecting Oregon residents. It is the policy of the Foundation not to make grants to organizations which unfairly discriminate on the basis of gender, religion, age, national origin, marital status, or sexual orientation. No grants, including scholarships and student loans, are made to individuals. At this time we are not making grants in the following areas: programs for the elderly, fellowships, medical or medically-related services, scientific research and technology, program related investments or endowment funds.

The procedures and operations of The Herbert A. Templeton Foundation are informal and there is no required application form. Grant requests should be in writing and, in addition to basic general information about the applicant organization, should describe the project for which funding is requested, its implementation strategy, its potential significance to the community, anticipated costs, and sources of actual and potential support. Requests also should include organizational financial statements; a project budget; a list of the directors, indicating their relationships to the organization; and the name, address, and telephone number of a contact person. A copy of the applicant organization's Internal Revenue Service determination letter must be attached. These materials should be covered by a one-page transmittal letter which summarizes the grant request.

The Foundation processes grant requests throughout the year. There are two submission deadlines: March 15 and September 15. All requests must be received no later than 5:00 p.m. on the day of the deadline. Submission prior to the deadline is encouraged. Organizations may submit only one request per calendar year.

Following the receipt of a grant, the Foundation requests that the grantee submit a brief report reflecting on the successes/difficulties of the endeavors for which funding was granted.

All correspondence with the Foundation should be directed to:

Ruth B. Richmond, President  
The Herbert A. Templeton Foundation  
1717 S. W. Park Avenue  
Portland, Oregon 97201