



Willard & Pat Walker
Charitable Foundation, Inc.

GUIDELINES FOR FUNDING

The purpose of the Willard and Pat Walker Foundation, Inc. is to support charitable, religious, scientific, literary, or educational endeavors, either directly or by contributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code. The Walker Foundation limits its grants to 501(c)(3) organizations located in Arkansas, Oklahoma, Missouri and Kansas.

The Foundation's Executive Director and Board, comprised primarily of members of the Walker family, strive to provide funding to organizations which they feel will benefit most from the Foundation's support. It has been the Walker Foundation's great privilege over the years to support numerous charitable organizations, each of whom has accomplished great things within its own community.

As the number of grant requests has grown, it has become necessary for the Walker Foundation to establish guidelines and procedures for processing the multitude of requests that it receives. Accordingly, review and follow the procedures outlined in this document as you submit your request for funding.

1. We require that all organizations contact the Foundation office (via phone or email) at least 30 days before submitting a grant request to discuss funding eligibility.
2. For your request to be considered, it must include the following:
 - a. your contact information, your organization's mailing address, phone number and email,
 - b. a brief description of your organization,
 - c. the purpose for which the funds are being requested,
 - d. the amount of funding you are requesting,
 - e. the time frame within which you would like to receive the requested funding,
 - f. Information regarding additional support you have received or will be receiving, from other organizations and/or individuals for the same purpose.



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3. Limit your request to no more than three (3) pages, not including the requested attachments.
4. Provide your federal tax identification number and a copy of your IRS determination letter indicating your 501(c)(3) status.
5. Provide a current budget and financial statements.
6. Do not send audio or videotapes unless requested by a representative of the Foundation.
7. Do not attempt to contact the Walker family directly regarding your request. Any questions should be directed to the Foundation's office.
8. Please do not submit more than one request during any twelve-month period.
9. Please submit all requests, **via email to: info@walkerfoundation.org**

Grant requests will **only be accepted** during the following submission cycles:

- January 15th through March 1st
- August 15th though October 1st

Should you have any further questions, you may contact our office at info@walkerfoundation.org.