



P.O. Box 607, Napa, California 94559

**Grant Guidelines**  
**Effective October 1, 2023**

The Syar Foundation is the legacy of C.M. Syar and B.M Syar and is their gift to the communities where they raised their families and achieved business success. The Syars founded the Syar Foundation to support the communities which supported them, their family, and their businesses from their arrival in the North Bay in 1939. The Syar Foundation seeks to make grants consistent with the vision of the Syars.

The following Grant Guidelines describe the grant requests that the Board of Directors of the Syar Foundation is most interested in funding. Occasionally, the Board may vary from these Grant Guidelines for particular organizations or projects that the Board believes will have significant or lasting impact on the communities where the Syar Foundation makes grants.

1. The Syar Foundation gives only to well-administered, non-controversial, non-profit organizations which the IRS has determined are tax-exempt pursuant to Section 501(c)(3) of the Internal Revenue Code.
2. The Syar Foundation will concentrate its grants in the following geographical areas:
  - a. Napa County;
  - b. Solano County;
  - c. Sonoma County;
  - d. Yolo County.
3. The program areas of primary interest to the Syar Foundation include:
  - a. The health and welfare of children and families;
  - b. Enrichment programs for public elementary, middle school, and high schools, and community colleges; for high schools and community colleges, the Board is particularly interested programs in the areas of construction, building, diesel equipment, welding, and other vocational education;
  - c. The health and welfare of seniors;
  - d. Humane societies and other animal welfare organizations; and
  - e. Support of law enforcement canine programs.
4. The Syar Foundation will generally not consider grants to the following types of organizations or for the following purposes:
  - a. Religious organizations for explicit religious activities, as distinguished from social or educational activities;
  - b. Private schools, colleges, graduate school, or professional schools;
  - c. Hospitals;
  - d. Public advocacy, political organizations, or political campaigns;
  - e. Fraternal organizations, societies or orders;
  - f. Courtesy advertising or tickets for benefits; or

- g. Regional, state-wide, or national organizations, except where the funds are used exclusively within the geographical areas indicated above.
- 5. The Foundation will make grants for general operating expenses, but prefers grants benefitting for specific programs, including initial start-up costs for new programs.
- 6. Generally, one grant per organization per year will be made. Multi-year or continuing grants may be considered when necessary for the specific purposes of the grant, or where the grant is larger than is typical. Multi-year or continuing grants will be reviewed at least annually.
- 7. The Foundation is most interested in grant amounts between \$1,000 and \$25,000, but may consider smaller or larger grants for particular organizations or projects.
- 8. The Foundation encourages requests for challenge grants, where the Foundation agrees to match third party grants up to a certain total during a specific period of time.
- 9. Grants are made on the following schedule:

| Grant Cycle: | Submittal deadline: | Grant Awards announced by: |
|--------------|---------------------|----------------------------|
| Cycle 1      | February 15         | March 31                   |
| Cycle 2      | April 15            | May 31                     |
| Cycle 3      | June 15             | July 31                    |
| Cycle 4      | August 15           | September 30               |

- 10. Grant requests should be in writing and include the following information:
  - a. How the grant funds will be used;
  - b. A detailed description of the project or programs the grant funds will support;
  - c. How the project or programs benefit the people it serves and the community;
  - d. Information about the organization’s programs staff, executive teams, and Board of Directors; and
  - e. How the project or programs are supported by others in the community, such as individuals, community organizations, local leaders, and decision-makers, including other sources of financial support for the project, program, or organization.
- 11. Grant requests should be directed to Mrs. Susan L. Syar, President, Syar Foundation, and may be mailed to P.O. Box 607, Napa, California 94559, or emailed to [submittals@syarfoundation.org](mailto:submittals@syarfoundation.org).

Any questions concerning these Grant Guidelines should be directed to Jeanette Pabalan at [jpabalan@jsdsyar.com](mailto:jpabalan@jsdsyar.com).