

JAMES J. AND MAMIE RICHARDSON PERKINS  
TRUST DISTRIBUTION COMMITTEE  
1100 CONFERENCE DRIVE  
GREENVILLE, NORTH CAROLINA 27858

JAMES G. SULLIVAN, CHAIRMAN  
THE REVEREND ANDREW CANNAN  
DANNY MCNALLY

BANK OF AMERICA, TRUSTEE

**GENERAL POLICIES AND GUIDELINES OF THE DISTRIBUTION COMMITTEE**

All grants are for the benefit of citizens of Pitt County through qualified charities.

Grants will be made at regularly scheduled quarterly meetings of the DISTRIBUTION COMMITTEE, or at called meetings. Any member of the DISTRIBUTION COMMITTEE may call a meeting. A simple majority of voting member shall constitute a quorum.

It is basically the intent and desire of the DISTRIBUTION COMMITTEE that grants shall be to initiate, expand, or improve direct services to the people of Pitt County for acquisition of fixed assets or capital improvements. Grants, except in special circumstances, should not be used to fund the ongoing operating budget of the organization.

The governing board of the applicant organization must approve the application prior to its submission to the DISTRIBUTION COMMITTEE.

Except in unusual cases, grants are approved for one year. Support for a particular purpose is normally limited to three years.

Please submit four (4) copies of application and attachments.

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## APPLICATION

The James J. and Mamie Richardson Perkins Trust was established for the benefit of Pitt County for tax-exempt and charitable non-profit purposes "to assist educational, charitable or benevolent institutions in Pitt County, North Carolina, whether supported wholly or in part by private donations or by public taxation; to provide for the care of the sick, aged, and helpless in Pitt County, North Carolina; to provide for the care of needy men, women and children in Pitt County, North Carolina; to provide facilities for public recreation in Pitt County, North Carolina; to aid and assist churches, religious institutions, and spiritual causes in Pitt County, North Carolina; to aid and assist worthy and needy Pitt county, North Carolina, students through the means of granting scholarship(s), tuition grants, etc., and for such other worthy purposes as the DISTRIBUTION COMMITTEE deems to be in keeping with the best interest of Pitt County, North Carolina and its citizens."

### I Applicant Information

Name of organization or agency: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

### II Proposal

Attach a proposal of no more than two single-spaced pages describing the organization and the project or program for which funding is requested. Illustrations may also be attached, if necessary. The proposal should include the following:

Total funds required for the project/program

Specific amount requested from the Perkins Trust

Description of the organization/agency and past accomplishments

Description of this project/program

Estimated duration of the project/program

Method and criteria for evaluating success of the project, if funded

### III Budget

Submit a one-page line item budget of the project which includes both anticipated income and expenditures.

### IV Fiscal Information

Period for which funds are requested: \_\_\_\_\_ to \_\_\_\_\_

Funding base:

Total cost of project/program \_\_\_\_\_

Amount of funds to be contributed by your own organization \_\_\_\_\_

Sources of funds to be contributed by organization/agency: \_\_\_\_\_

Funds applied for from other organizations or agencies, (exclusive of Perkins Trust):

Organization \_\_\_\_\_

Amount \_\_\_\_\_

Amount requested from Perkins Trust\_\_\_\_\_

How will the project/program be funded in the future?\_\_\_\_\_

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Provide a list of the members of the petitioning organization's governing board, with a brief explanation of how members are elected. (Attach additional sheets if needed)

[illegible]

Provide a copy of the petitioning organization's federal tax-exempt certification under Section 501(c)(3) of the Internal Revenue Code, including a determination as to your status as a publicly supported organization. Government units and religious organizations need not submit these documents.

## Authorized Applicant

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James G. Sullivan, Chairman  
Perkins Distribution Committee  
1100 Conference Drive  
Greenville, NC 27858