



Guidelines for College and University Applicants Tax ID/EIN Eligibility and Grant 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, assuming the Trust's eligibility and reporting requirements have also been met (and keeping in mind that organizations may receive a grant from the Trust no more than every other year). "Organization" is defined by the unique Tax ID/EIN associated with the proposal and by the project or program that would receive the grant.

Geographically separate campuses of a university system that share the same Tax ID/EIN are excluded from this restriction, but this exemption is not available to 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 that program or department has not yet met its reporting obligations to the Trust for a prior grant, or if it received a grant in the prior year.

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 or was received in the prior year, 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 or grant from the prior year. State University Botanical Garden (a different department) is not eligible to 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 a project or program that has an active grant that has not yet met its reporting obligations, or that was received in the prior year.
 - For example, State University Arboretum (using the University's EIN) is currently ineligible due to an outstanding report or grant from the prior year. State University Arboretum is not eligible to 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 or having received a grant in the prior year. State University Botanical Garden (a different department) could apply using the University Foundation's EIN.

If you have any questions about the Tax ID/EIN associated with your application; whether this Tax ID/EIN is currently ineligible due to an outstanding report or grant from the prior year; or with your college or university, program, or department's grant history or grant reporting status, please contact the Director of Grants Management at dgaff@smithht.org.