

## Funding Request Application Instructions

Battelle, which operates Pacific Northwest National Laboratory in Richland, WA will consider funding proposals for projects in locales in which PNNL has offices.

### INSTRUCTIONS

#### 1. BEFORE STARTING

Please review the [Philanthropic Guidelines](#) and ensure your request meets all the criteria prior to applying for funding.

#### 2. SUBMITTING COMPLETED APPLICATION

- Download the Funding Application Form
- Once form is complete, save and re-name PDF file with “current year-organization” (e.g. *2022-Local Food Bank.pdf*)
- E-mail completed form to: [Giving@pnnl.gov](mailto:Giving@pnnl.gov)
- Applications accepted between October 1 and August 30 (PNNL’s fiscal year cycle).

#### For questions contact:

[Giving@pnnl.gov](mailto:Giving@pnnl.gov)

Community Affairs Consultant

509-375-3931

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**Grant close-out** - When the project is complete (or after 12 months of grant receipt), submit a project summary report to Battelle. Include whether, or not, all goals were achieved, and any other commentary that might be appropriate for the project (e.g., number of people and/or under-represented groups/communities impacted, etc.). The report should include a copy of any materials in which Battelle's corporate grant is acknowledged.