

ROBERT & ELEANOR FRANKE CHARITABLE FOUNDATION, INC. - GRANT APPLICATION GUIDELINES-SF

INFORMATION FOR APPLICANTS: The *ROBERT & ELEANOR FRANKE CHARITABLE FOUNDATION, INC.*, welcomes grant requests from non-profit organizations serving the Greater La Crosse Area residents. Grant recipient organizations must be tax exempt under Section 501(c)(3) of the Internal Revenue Code. Grants are not paid to individuals other than scholarships. Grants are made to programs that support the Mission of the Foundation, and fall within the Foundation's Action Plan as described below.

GUIDELINES: The following guidelines are for the Foundation's discretionary grant program, which awards grants solely from unrestricted funds and approved by the Boards of Directors of the Franke and La Crosse Community Foundations.

The *ROBERT & ELEANOR FRANKE CHARITABLE FOUNDATION, INC.*, only supports organizations that do not *unlawfully* discriminate in their employment practices, volunteer opportunities, or delivery of programs and services on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law.

The *ROBERT & ELEANOR FRANKE CHARITABLE FOUNDATION, INC.*, has adopted an Action Plan which allows grants to be made to projects and programs that:

- **Promote the efforts of students to seek and to pursue their educational goals.**
- **Assist those who are temporarily unable to pay for basic housing costs, including rent and utilities.**
- **Assist those who are not meeting their quantitative and/or qualitative nutritional needs as a result of economic disadvantage, social stigma, lack of education, availability of suitable or appropriate food sources or other remediable impediments to basic food security.**
- **Assist those in need of clothing, disability services, recovery from addictions, skills enhancement and other services which improve the quality of life for economically disadvantaged individuals and families.**
- **Assist in strengthening and protecting children and families.**
- **Promote the humane treatment of our animal friends**

The Foundation may consider more than one application from the same agency in a twelve-month period, although such applications are given a lower priority for grant funding. Generally, if a multi-year pledge is made to an agency, it is unlikely that the Foundation will act favorably on additional requests from that agency during the pledge period.

PLEASE NOTE: The Foundation will not award grants to:

- support ongoing operating expenses of well-established organizations; or support deficit funding;
- fund needs that should more properly be funded in an operating budget of an organization;
- mature endowment funds;
- travel for individuals or groups; and
- organizations whose purpose and/or function conflicts with Roman Catholic teaching and beliefs.

HOW TO APPLY: Except in an emergency, the **ROBERT & ELEANOR FRANKE CHARITABLE FOUNDATION, INC.**, reviews grant requests three times per year. The Foundation requires that grant-seekers complete this Application Form which is available upon request from the Foundation office. Return the **Cover Letter and original application with supporting materials, along with 7 copies of the cover letter and application (without supporting materials).**

Applications must be submitted by:

- April 1st to be considered at the May board meeting
- July 1st to be considered at the August board meeting
- October 1st to be considered at the November board meeting

Foundation staff can assist applicants with questions regarding the grant process or other Foundation services or you may choose to visit the Foundation web site. www.frankefound.org

ROBERT & ELEANOR FRANKE CHARITABLE FOUNDATION, INC. - GRANT APPLICATION COVER SHEET-SF

Application Number:

Date of Application:

Legal Name:

(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Contact Person: Name

Title

E-mail:

Executive Director, if different than Contact Person:

Phone number:

Source(s) of Applicant Project Funding :

Private %

Charitable Support %:

Government Support %:

Do you have endowment resources?

If yes, how much \$

and where:

501(c)(3) Tax Id:

Address (administrative office):

City/State/Zip+4:

FAX number

Web Site:

Circle Yes or No:

Yes No Are board members involved in the mission of your non-profit agency in the community?

Yes No Is there overhead in this grant?

Yes No Do any staff, board members, or their families sell, convey or lease services to the agency? If yes, attach a separate sheet and explain details.

Yes No Do board members receive financial compensation?

List any previous support from the **ROBERT & ELEANOR FRANKE CHARITABLE FOUNDATION, INC.**, in the last three (3) years:

Application Project Name:

Purpose of Grant (*one sentence*):

Date project will begin and end:

Project geographic area served:

Amount requested: \$

Total Project Cost: \$

Signature, Chairperson, Board of Directors

Print Name and Title

Date

Signature, C.E.O. or Executive Director

Print Name and Title

Date

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

NARRATIVE

Executive Summary

Briefly explain why your agency or organization is requesting this grant, how the grant supports the Foundation's Action Plan, what outcomes you hope to achieve, and how you will spend the funds if the grant is made. Please address the following matters in your summary:

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals and measurable objectives. What impact will this have?
- Project action plans, how will this project meet the listed goals? Also state whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- Who are the other partners, if any, in the project and what are their roles?
- Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- Describe the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
- Describe the qualifications of key staff and volunteers that will ensure the success of the program. Are there specific staff training needs for this project?
- Plans for evaluation including how success will be defined and measured.

Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

ATTACHMENTS (Items in bold must be included for any grant application to be reviewed by the foundation.)

- A copy of IRS determination letter indicating 501(c)(3) tax-exempt public charity status or a government or school entity.**
- List of Board of Directors with affiliations.**
- Finances:**
 - Organization's current **annual operating budget**, including expenses and revenue.
 - **Most recent annual and current financial statements**
 - **IRS Form 990/IRS Form 990 EZ, if any has been filed.**
- Copy of Non-Discrimination Policy**