

GRANT PRE-APPLICATION GUIDELINES & PROCEDURES



Dedicated to community vitality since 1944

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INTRODUCTION

The Foundation has been serving the greater Rochester area as a community foundation since 1944. It is a tax-exempt, private nonprofit organization that receives gifts from individuals, families, corporations, private foundations, and governmental agencies. These gifts are carefully invested for maximum return and growth. The income from the endowment is used to assist the community in addressing current and emerging needs.

Grant Program Guidelines

Grantmaking Goals

The foundation is committed to assuming a leadership role in grantmaking to address community concerns for which there currently does not exist sufficient resources. This leadership role includes:

- 1) Developing and implementing a grants program focused on key community needs.
- 2) Convening diverse constituencies to facilitate dialogue and ideas on important issues.
- 3) Acting as a catalyst to stimulate public-private initiatives and to leverage Foundation funds for maximum impact.

Eligibility

Pre-application will be considered from organizations whose projects are designed to benefit the residents of the greater Rochester area. Those eligible include:

- 1) Tax exempt 501(c) (3) organizations.
- 2) Units of government (cities, townships, county).
- 3) Government created organizations (public agencies).

Priorities

The Foundation's Board of Trustees and staff are engaged throughout the year in planning sessions that result in specific grantmaking goals. While the Foundation will respond to agencies' new initiatives, it recognizes the importance of focusing its limited resources to have impact on community needs.

The Board of Trustees will seek input from the community and may adjust or modify its focus as conditions warrant. The current priorities are strengthening children and families and building nonprofit capacity. If you have questions about your project's compatibility with the Foundation's mission and priorities, please contact the Foundation staff for assistance.

Screening Criteria

Grant pre-applications will be scored using the following criteria: Creativity/Innovation, Community Impact, Feasibility, Collaboration, Financial Plan, Leadership, Alignment with Rochester Area Foundation Priorities, and Overall Impression.

Required Attachments

Please include **eight** copies of the following documents when submitting your grant pre-application:

- 501(c)(3) letter of tax exempt determination
- Current Board of Directors list and their respective organizations/affiliations
- Staff list
- Organization budget for current fiscal year

Time-Lines

The Foundation has three grant cycles per year. Pre-application must be received at the Foundation office by the due dates listed below for the respective grant cycle. Pre-application may be submitted via mail or e-mail.

Pre-application must be submitted in the format provided with these guidelines. **Please expand the narrative section by attaching additional sheets if space is needed.** You will be notified of your application status approximately three weeks following the pre-application deadline.

Applicants whose pre-applications qualify for further consideration will be asked to submit a grant application.

Applicants should not assume any funding commitment if the Foundation asks for a grant application.

The following time-lines are provided to assist with your planning:

	<u>Cycle 1</u>	<u>Cycle 2</u>	<u>Cycle 3</u>
* Pre-Application Due (8 copies)	Jan. 2	May 1	Sept. 1
* Foundation Notification	Late Jan.	Late May	Late Sept.
* Grant Application Due	March 1	July 1	Nov. 1
* Funding Decision Notification	Late Apr.	Late Aug.	Late Dec.

Restrictions

In general, the Rochester Area Foundation does not award grants to the following:

- * Individuals
- * Endowments
- * Annual Campaigns
- * Ongoing General Operating Funds
- * Proposals That Duplicate Existing Services
- * Political Activities
- * Religious Activities
- * Replacement of Government Funding
- * Deficit Funding

Questions/Assistance

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