###### THE ROGER I. & RUTH B. MACFARLANE FOUNDATION

## CATEGORY ONE – 2017 GRANT GUIDELINES



**MISSION**

*The Roger I. and Ruth B. MacFarlane Foundation supports organizations that strive to increase the opportunities and improve the quality of life of individuals and communities. The Foundation acts as a catalyst for organizations and their programs to enhance their impact and expand their reach.*

**TYPES OF SUPPORT**

Grants are made to support programmatic and/or operating needs. Grant requests for one-time capital improvements will be considered. **Please note that at this time, grants will not be provided to individuals or for endowment campaigns.** Grants will be awarded for no more than one-year in duration, though organizations are welcome to submit proposals in subsequent years.

**SIZE OF GRANTS**

Range of Grants Awarded: $10,000 - $50,000

**ELIGIBILITY**

To be eligible for support, grantees must be recognized as U.S. public charitable organizations under Internal Revenue Code 501(c)(3) and 509(a)(1) or 509(a)(2). Private Foundations are not eligible for support.

**PROPOSAL SIZE AND SUBMISSION**

Proposals should total no more than twelve (12) pages in length, including cover sheets and attachments 1-5, and must be submitted electronically (preferably in a single PDF or Microsoft Word document) to John Ostler at the following e-mail address: [john.w.ostler@ustrust.com](mailto:john.w.ostler@ustrust.com)

Attachment 6 (audited or unaudited financial statements) must be submitted electronically along with the proposal, but as a separate PDF or Microsoft Word Document.

**PROPOSAL DEADLINES**

Proposals are due by no later than **Monday, April 17, 2017.** Funding decisions will be communicated by the end of June.

**GRANT REPORTING DEADLINES**

Grantees will be asked to send the MacFarlane Foundation a brief interim progress report no later than **January 10, 2018**, and a more detailed final report no later than **July 10, 2018**. The latter report should outline all expenditures made from the granted funds as compared to the proposal budget (if applicable) and should also specifically address whether the program goals, as set forth in the proposal, were met (if such goals were not met, the report should detail what challenges or obstacles impeded the accomplishment of those goals).

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**GRANT APPLICATION**



**REQUESTS FOR GRANTS MUST CONTAIN THE FOLLOWING INFORMATION IN THE FOLLOWING ORDER:**

1. **Grant Application Coversheet** *(see page 5)*
2. **Organization Summary**

Provide a brief overview of your organization, including its history, goals, services/programs, organizational structure, and key achievements.

1. **Description of Specific Request**

Please describe the services for which you are seeking support. If project support is requested, tailor your responses to that particular project; if operating support is requested, tailor your responses to address the organization. Please focus on the following components:

* Describe the need your organization is addressing
* State the connection between your organization and/or project work and the mission of the MacFarlane Foundation
* Provide information about the constituents who benefit from your organization’s work
* State the goals and expected outcomes of this work, and include a timeline for meeting these goals and outcomes
* Describe the program design, giving detailed information about **how** program activities will occur
* Describe the challenges to the success of the proposed activities and how these factors could be overcome
* Describe how the amount requested was determined, how it will be applied, and sources of additional future funding

1. **Monitoring and Evaluation**

Please briefly address the following:

* Include details of how your organization defines and monitors success for the organization, or if program support is requested, for the specific program
* Identify the short-term and long-term indicators of success
* Describe how you have used evaluation results (qualitative or quantitative) to make changes and improve your organization’s and/or program’s performance and impact

Please include a summary of any evaluation results, if available. If seed funding is requested, please detail the evaluation plans to include the components listed above.

**Attachments Required:**

1. **Organizational Budget**

Include a budget for the organization for the current fiscal year.

1. **Project Budget** *(Not applicable for general operating requests)*

If the requested funds are to be used for anything other than the general operating expenses of the organization, include a detailed line-item budget for the project.

1. **Sources of Funding**

Provide a list of foundation, corporate and/or government grants secured over the past two years. Please state the source, dollar amount, grant time period, purpose, and the date received or requested. Also include any pending requests still outstanding. If operating support is requested, provide this information for the organization; if project support is requested, also provide any additional funding earmarked for the project.

1. **List of Board Members**

Provide a list of the members of the current Board of Directors, and if appropriate, their professional affiliations and expertise.

1. **Copy of Tax Status Letter**

Provide a copy of the organization’s most recent IRS Tax-Exempt Ruling Letter, verifying that the organization is a qualified charity under section 501(c)(3) of the Internal Revenue Code and not a private foundation.

1. **Financial Statements**

Please provide a separate PDF or MS Word document containing a copy of the organization’s financial statements for the most recently completed fiscal year (audited if available). If your organization's budget size does not require an independent audit, please provide unaudited financial statements and the most recent Form 990.

**Additional Notes:**

1. Please do not send any materials or attachments other than what is requested and please adhere to the application size limitations (12 pages including cover sheets and attachments).
2. Please do not add the foundation or any of its representatives to general mailing or electronic lists, unless specifically requested.
3. Please ensure that you have responded to any specific requirements of the foundation.

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## APPLICATION COVERSHEET



*This coversheet* ***must*** *be included with all requests.* Please limit your responses to the space provided here and make additional comments in the proposal submitted with this coversheet. You can download and save this file, and type your responses directly in the saved document; or you can print this coversheet and clearly handwrite or type your responses.

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| --- | --- | --- | --- | --- |
| Organizational Information | | | | |
| Legal Name of Organization: | | | | |
| Address: | | | | |
| City: | | | State: | Zip Code: |
| Website: | | | | |
| Phone: | | | Fax: | |
| **Executive Director Name**: Mr. Ms. Dr. | | | | |
| **Contact Name** (if different from above): Mr. Ms. Dr. | | | | |
| Contact Title: | | | Contact Email: | |
| Contact Phone: | | | Ext.: | Fax: |
| Fiscal Agent Name (FA) (if applicable): | | | | |
| FA Address: | | | | |
| FA City: | | FA State: | | FA Zip Code: |
| IRS Determination Ruling Date: / / | | Federal Tax I.D. #: | | |
| Brief Overview of Organization (60 words or less): | | | | |
| # of Full-time Employees: | # Part-time: | | | # Volunteers: |
| **Fiscal Year Dates:** Beginning (Month/Day): Ending (Month/Day): | | | | |
| ***Most Recent Completed* Fiscal Year:** Revenue: $ Expenses: $ | | | | |
| ***Current* Fiscal Year Projections:** Revenue: $ Expenses: $ | | | | |
| **Sources of organizational revenue from the *most recent completed* fiscal year (list % of total revenue):**   |  |  | | --- | --- | | Federal % | In-kind % | | State  % | Individuals % | | City % | Endowment % | | Fees % | United Way % | | Foundations % | Other (Explain) % | | Corporations % |  | | | | | |

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| --- |
| **Request Information** |
| **Funds Requested**: $ over year(s) |
| **Type of Support Requested**: Capital General Operating Program/Project Other |
| **Brief Overview of Request:** (60 words or less) |
| **Approximate Geographic Location, Demographics, and Description of Population Served:** (60 words or less) |
| If you are requesting general operating funds, you do not need to complete the section below. |
| Project Title (if applicable): |
| **Project Budget** (if applicable): |
| ***Most Recent Completed* Fiscal Year:** Project Revenue: $ Project Expenses: $ |
| ***Current* Fiscal Year Projections:** Project Revenue: $ Project Expenses: $ |
| Sources of project revenue from the *most recent completed* fiscal year (use projections if project is new):   |  |  | | --- | --- | | Federal % | In-kind % | | State % | Individuals % | | City % | Endowment % | | Fees % | United Way % | | Foundations % | Other (Explain) % | | Corporations % |  | |
| We have read the Application Procedures and understand the specific requirements of the Roger I. & Ruth B. MacFarlane Foundation. |
| We agree to report to the Trustees on the expenditure of funds received and on progress of project or impact of grant funds on our organization. |
| Signed: Title: Date: |