

Applying for

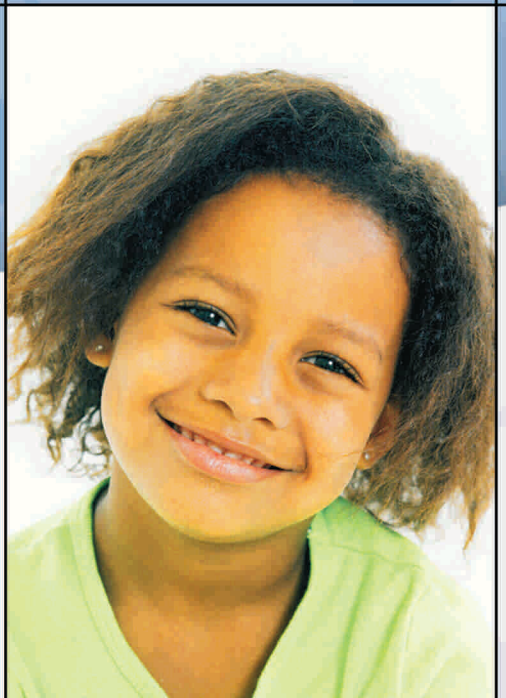
▶▶▶▶▶ **funds**

from ▼ The Rapides Foundation



Funding Interests

- ▶ Healthy People
- ▶ Education
- ▶ Healthy Communities



**THE RAPIDES FOUNDATION**

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## MISSION

To improve the health status of Central Louisiana.

## VISION

Central Louisiana will be positively impacted by the Foundation deploying resources to improve key factors of health status.



Applying for

▶▶▶▶▶ funds

from ▶ The Rapides Foundation

## Starting the process.

The application process for The Rapides Foundation is intended to be straightforward and thorough. Prospective applicants come in contact with the Foundation through many different avenues. There is no single best way to contact the Foundation with a general inquiry or programmatic idea. We respond to questions by phone, mail, e-mail and also at meetings and workshops we host throughout our service area. Our intent is to respond to all inquiries within 48 hours. While not a requirement, it is always a good idea to contact staff prior to any formal written submissions.

It is the role of Program Staff to assist you in understanding the Foundation's grant programs and funding interests. Importantly, it is the role of Program Staff to assist you in putting forward the most competitive written proposal possible. Program Staff cannot be of specific assistance in requesting non-Foundation funds for projects and programs that do not meet the general funding interests and Selection Criteria as approved by the Board of Trustees, but we may be able to provide some limited guidance. A description of these funding interests is contained in a publication titled *The Rapides Foundation Program and Funding Interests*. Copies are available from our Web site [www.rapidesfoundation.org](http://www.rapidesfoundation.org) or through the Program Department.

## Types of grants:

The areas we fund are detailed in our publication *The Rapides Foundation Program & Funding Interests*. The Foundation has two types of grants available.

### ▶ Mini Opportunity Grants

Mini Opportunity Grants are intended to support projects of one year or less. The projects must be in areas that fall under our Program Opportunity Grant guidelines (please refer to *The Rapides Foundation Program & Funding Interests* publication for more information). Most Mini Opportunity Grants are for pilot programs or for technical assistance designed to test out an idea or specific time-limited projects that advance an organization's programs in some definable manner. Applications are accepted at anytime and are generally considered at the next scheduled Budget and Grants Committee meeting. There is a \$10,000 maximum for Mini Opportunity Grant awards.

### ▶ Program Opportunity Grants

Program Opportunity Grants are intended to support large-scale projects or programs. These grants address specific issues of interest to the Foundation. There are two cycles each year with initial Letters of Intent accepted for May 15 and October 15 deadlines.

## Who is eligible to apply?

The Foundation awards grants to organizations which are tax-exempt under IRS Section 501(c)(3) and are not a private foundation as described under Section 509(a). Please note some groups that have a nonprofit State of Louisiana tax ID number may not be tax exempt under the IRS code. This requires a separate federal application. Staff of Community Development Works will be happy to assist you in getting the application materials that you need for the IRS process. You may reach them at 318-443-7880 or 800-803-8075.

Most religious and governmental organizations do not have a separately incorporated nonprofit affiliate. Fortunately, the Foundation is able to accept applications from many of these groups. Once again, please contact Foundation Program Staff to discuss your specific situation.

In some instances, newly or loosely organized groups may have applications submitted on their behalf by established groups meeting the criteria above. The eligibility of these applications will be considered on a case-by-case basis.

Please keep in mind that the intent of a program or project does not determine its nonprofit status. Nonprofit or tax-exempt status is a state and federal determination and not one provided by The Rapides Foundation.

Projects must directly benefit residents or organizations within the nine-parish Foundation service area: Allen, Avoyelles, Catahoula, Grant, LaSalle, Natchitoches, Rapides, Vernon and Winn.

Projects or programs that have a very limited or indirect benefit to residents or organizations within the Foundation's service area are not eligible.

## Types of requests that are not eligible.

The Rapides Foundation excludes the following from funding consideration:

- Direct support to individuals
- Private foundations
- For-profit entities
- Conferences or symposia established prior to 1995
- Disease specific organizations seeking support for national projects or programs
- Hospitals
- Projects or programs of religious, fraternal, athletic or veterans groups when the primary beneficiaries of such undertakings would be their members
- Social events or similar fundraising activities
- Telethons
- Operating expenses which are not used to significantly expand the services of organizations currently in operation
- Grant awards for an indeterminate period of time
- Vans or other vehicles
- Building purchase, renovation or construction not explicitly linked to enhanced programmatic implementation or development
- Equipment purchase not explicitly linked to enhanced programmatic implementation or development

Grantees who are not in compliance with all terms of existing grant agreement(s) will not be considered for additional funding. There are no preclusions to applying for multiple grants with overlapping grant/project terms; however, the Foundation will evaluate the capacity of the applicant to implement and administer multiple programs.

# The Application Process

Mini Opportunity Grant applications consist of (1) a grant application cover page found both in this booklet and on our Web site, (2) a two to four page letter responding to questions featured below, (3) any attachments and accompanying documents including organizational 990 tax return, financials and Board list and (4) a Project Budget Worksheet and Narrative describing proposed use of Foundation grant dollars up to \$10,000. One original (with signatures) and four copies should be submitted. There are no deadlines.

## How do I apply for a Mini Opportunity Grant?

Mini Opportunity Grants are for technical assistance, pilot or time-limited projects.

### ▶ Mini Opportunity Grant Package

The Foundation is prepared to offer limited support in the preparation of a Mini Opportunity Grant package. Please call the Foundation Program Department to request help. When submitting, include an original and four (4) copies.

1. *The Rapides Foundation's Grant Application Cover Page.* This form is provided in the back of this booklet and on the Web site, will provide basic information about your project and organization to complement the narrative grant request.
2. In a letter of two to four pages, include the following:
  - a. Describe your organization's mission and history.
  - b. Describe the problem or need to be addressed by your proposed project or program. Be specific as to how the issues impact your proposed target group(s) or community(ies).
  - c. Describe the project through a summary presentation of the timeline, activities, partners and other factors necessary to consider in assessing the potential for effectively impacting the problem or issue described in (b) above.
  - d. Describe the proposed results of your project in measurable terms. Tell us how you will collect and measure the information.
  - e. Describe how the project can be sustained, both financially and organizationally, after the proposed Foundation funding concludes. This may not be necessary for certain time-limited projects.

### 3. Other Supporting Information

- a. A copy of the organization's 501(c)(3) designation letter from the IRS.
- b. A budget worksheet and narrative using the form found in this booklet and on our Web site.
- c. Copy of your organization's most recent IRS 990 Report (nonprofit tax return). If a 990 tax return report has not previously been filed, explain why. Attach a copy of the most current annual audit or financial report, if available.
- d. List of board members including names and addresses, professional/community affiliations and board tenure.

### Submission information for Mini Opportunity Grants

Funded Mini Opportunity Grant awards will be considered as grants and a Grant Agreement will be completed before payment of the award. Requests should include an original (with signatures) and four (4) copies.

Mini Opportunity Grant Requests should be submitted to:

Grant Administrator  
The Rapides Foundation  
1101 Fourth Street, Suite 300  
Alexandria, LA 71301  
Office Hours: 8:00 a.m. - 5:00 p.m.

## How do I apply for a Program Opportunity Grant?

Program Opportunity Grant Applications consist of a two stage process of Letter of Intent (LOI) and full proposal. Applicants asked to continue to the full proposal stage will be provided with specific information to guide that effort. LOIs are used by the Foundation as a screening device to determine whether the applicant is proposing a project or program that has a reasonable chance to be implemented in an effective manner and whether the project or program meets the general program interests of the Foundation. Applicants submitting proposals under this process are requesting grant dollars for greater than \$10,000 for programs or projects that generally take more than one year to accomplish.

The format and submission requirements for LOIs are similar to those described for Mini Opportunity Grants.

See Page 6 for complete instructions on submitting Letters of Intent.

# Letter of Intent Package ▶▶▶▶▶

Your Letter of Intent package should include an original (with signatures) and four (4) copies of the following:

1. The Rapides Foundation *Grant Application Cover Page*, a form provided in the back of this booklet and on the Web site. The cover page will provide information about your project and organization to complement the Letter of Intent.
2. In a *Letter of Intent* of two to four pages, include the following:
  - a. Describe your organization's mission and history.
  - b. Describe the problem or need to be addressed by your proposed project or program. Be specific as to how the issues impact your proposed target group(s) or community(ies).
  - c. Describe the project through a summary of the timeline, activities, partners and other factors necessary to consider in assessing the potential for effectively impacting the problem or issue described above.
  - d. Describe the proposed results of your project in measurable terms. Tell us how you will collect and measure the information.
  - e. Describe how the project can be sustained both financially and organizationally, after the proposed Foundation funding concludes.
3. Other Supporting Information
  - a. A copy of the organization's 501(c)(3) designation letter from the IRS.
  - b. A budget worksheet using the form found in this booklet and on our Web site.
  - c. Copy of your organization's most recent IRS 990 report (nonprofit tax return). If a 990 tax return report has not previously been filed, explain why. Attach a copy of the most current annual audit or financial report, if available.
  - d. List of board members including names and addresses, professional/community affiliations and board tenure.

**Submission information for Program Opportunity Grants / Letters of Intent**  
Letters of Intent and supporting information *must be received in our office on or before the May 15 and October 15 deadline* in order to be considered in that grant cycle. Applications may be clipped, but otherwise unbound. Incomplete application packages or packages not in the requested format will be returned to the applicant. Applications should be submitted to:

Grant Administrator  
The Rapides Foundation  
1101 Fourth Street, Suite 300  
Alexandria, LA 71301  
Office Hours: 8:00 a.m. - 5:00 p.m.

## The Decision Making Process.

Grant decisions are made through the combined effort of the Budget and Grants Committee of the Board of Trustees and the full Board. Staff provide recommendations to the Budget and Grants Committee based upon some or all of the following procedures: analysis of the written proposal, consultation with experienced program leaders and researchers in the field, site visits and meetings with project staff and Board, and experience with your organization or contributing personnel on prior grants.

Applicants will receive written notification of decisions regarding their submissions. Award/decline letters will communicate the decisions of the Board and will also include information on various contingencies or pre-funding requirements. Please keep in mind that grant awards may contain significantly different terms of award than originally proposed by your group. Also, a contract (Grant Agreement) must be signed between your group and The Rapides Foundation which spells out requirements and expectations for superior performance.

Decline letters will generally not indicate specific reasons for Committee or Board action. Groups who are unsuccessful are encouraged to contact the Program Department. In some cases, staff may be able to provide counsel for development of a focused proposal that meets our funding interests.

# Grant Process Timeline:

## Program Opportunity Grants

| Letter of Intent (LOI) Submission Deadline | LOI Screening and Issuance of Request for Proposal (RFP) | Proposal Submission Deadline | Foundation Review and Approval or Denial Letters Mailed | Development of Terms and Conditions and Issuance of Grant Agreement* | Release First Grant Payment/Project Start Date* |
|--|--|------------------------------|---|--|---|
| May 15                                     | May 15 - June 15   | On or before August 15       | August 15 - September 30                                | October 1 - 31   | November 1 - 15                                 |
| October 15                                 | October 15 - November 30                                 | On or before January 15      | January 15 - February 28                                | March 1 - 31   | April 1 - 15                                    |

## Mini Opportunity Grants

| Grant Application Submission | The Rapides Foundation Review and Issuance of Approval or Denial Letters | Development of Terms and Conditions and Issuance of Grant Agreement* | Project Start Date and Initial Payment* |
|------------------------------|--|--|---|
| November 1 - January 31      | February 1 - 28  | March 1 - 31   | April 1 - 15                            |
| February 1 - April 30        | May 1 - 31   | June 1 - 30  | July 1 - 15                             |
| May 1 - July 31              | August 1 - 31  | September 1 - 30   | October 1 - 15                          |
| August 1 - October 31        | November 1 - 30  | December 1 - 31  | January 1 - 15                          |

\*The dates shown are based on previous experience. The timeline may vary due to individual circumstances.

## Grant Application Cover Page

| Organization Information   |  |   |
|--|--|---|
| Organization: _____  | Executive Director/Official: _____   |   |
| Address: _____   |  |   |
| Phone: _____   | Fax: _____   | E-mail: _____   |
| Contact Person if other than above: _____  | <input type="checkbox"/> 501(c)(3), not a private foundation<br>(Attached copy of IRS letter)<br><input type="checkbox"/> Other (Designate Fiscal Agent)<br><input type="checkbox"/> Governmental tax exempt | 501(c)(3) Fiscal Agent, if applicant organization is not a 501(c)(3) organization:<br>_____<br>_____<br>_____ |
| Phone: _____   | T.I.D. # _____   | _____   |
| Indicate application made for: <input type="checkbox"/> Mini Opportunity Grant <input type="checkbox"/> Program Opportunity Grant<br>(See Program & Funding Interests Booklet for more information)  |  |   |
| Descriptive Title of Project: _____  |  |   |
| Summary of Proposed Project: _____<br>_____<br>_____   |  |   |
| Project Time Table: From _____ to _____  |  |   |
| Population Served: (Indicate specific groups project will serve with a ✓ or %)   |  |   |
| Age:    _____ Under 5<br>_____ School Age<br>_____ Young Adults<br>_____ Adults<br>_____ Older Adults<br>_____ Not applicable/All<br><br>Special: _____ Physically Disabled<br>_____ Mentally Disabled<br><br>Gender: _____ M    _____ F    _____ Both   | Neighborhood(s): (Give boundaries)<br><br>If larger geographic area, identify the following:<br>City/town/village/community:<br><br>Parish(es):  |   |
| Project Budget   |  |   |
| Amount Requested from Foundation:    \$ _____  | Total Project Budget:    \$ _____  |   |
| Cash Amount Requested from Others:    \$ _____   | In-Kind Contributions:    \$ _____   |   |
| Last Year's Actual Revenues:            \$ _____   | Current Year's Budget:    \$ _____   |   |
| Signatures: By signing this form, the applicant is certifying that the information contained herein is true and correct, that the proposed project has been adopted by the applicant as a part of its plan of work, and that all payroll taxes have been paid and are current as allowed by law. |  |   |
| _____  | _____  |   |
| Executive Director/Official  | Authorized Officer of Board  |   |

## Project Budget Worksheet

*Needs to be accompanied  
 by budget narrative*

| Sources of Support:   | The Rapides Foundation | Other Cash Sources <sup>3</sup> | In-Kind Support <sup>4</sup> | Total Budget |
|---|------------------------|---------------------------------|------------------------------|--------------|
| <b>PROJECT RESOURCES:</b>   |                        |                                 |                              |              |
| Foundations   | _____                  | _____                           | _____                        | _____        |
| Federal/State Grant   | _____                  | _____                           | _____                        | _____        |
| Internal Budget or Fundraising  | _____                  | _____                           | _____                        | _____        |
| Other   | _____                  | _____                           | _____                        | _____        |
| <b>TOTAL PROJECT RESOURCES</b>  | _____                  | _____                           | _____                        | _____        |
| <b>PROJECT BUDGET:<sup>1</sup></b>  |                        |                                 |                              |              |
| <b>Personnel:</b>   |                        |                                 |                              |              |
| Proposed Positions:   | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
| Existing Positions:<br>(additions/enhancements only<br>for Foundation funding requests) | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
| Fringe (benefits/taxes)   | _____                  | _____                           | _____                        | _____        |
| Consultants   | _____                  | _____                           | _____                        | _____        |
| Subtotal Personnel  | _____                  | _____                           | _____                        | _____        |
| <b>Other Expenses:<sup>2</sup></b>  |                        |                                 |                              |              |
| Printing/Publications   | _____                  | _____                           | _____                        | _____        |
| Media Costs/Advertising   | _____                  | _____                           | _____                        | _____        |
| Program Supplies  | _____                  | _____                           | _____                        | _____        |
| Office Supplies   | _____                  | _____                           | _____                        | _____        |
| Postage   | _____                  | _____                           | _____                        | _____        |
| Utilities/Telephones  | _____                  | _____                           | _____                        | _____        |
| Space costs   | _____                  | _____                           | _____                        | _____        |
| Other:  | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
| Subtotal Other Expenses   | _____                  | _____                           | _____                        | _____        |
| <b>Capital Expenditures (over \$1,000)</b>  |                        |                                 |                              |              |
| Furniture & Fixtures  | _____                  | _____                           | _____                        | _____        |
| Project equipment   | _____                  | _____                           | _____                        | _____        |
|   | _____                  | _____                           | _____                        | _____        |
| Subtotal Capital Expenditures   | _____                  | _____                           | _____                        | _____        |
| Other Expenses:   | _____                  | _____                           | _____                        | _____        |
| <b>TOTAL PROJECT EXPENSES</b>   | _____                  | _____                           | _____                        | _____        |

1. If project exceeds one year, attach a worksheet for each year and a cumulative budget.
2. Line items listed are a guide. Complete only the necessary items.
3. Identify individually in budget narrative. Additional sources of revenue are encouraged, but not required. Indicate only revenues that are fully committed for the purposes of this project.
4. In-kind can be estimated. Specific calculations of value of volunteer time are not required.

## Budget Narrative

(A budget narrative is not required for Letter of Intent requests.)

The budget worksheet(s) must be accompanied by a budget narrative that includes a brief description for each line item in the budget and how the cost was determined. The following guidelines will help you determine where expenses should be included and provide the level of detail required.

### Budget Line Items:

- a. **Project Resources:** Identify individually each federal or state grant, public or private grant, or corporate contribution over \$1,000. Identify internal cash resources. What components of the project will be accomplished with in-kind donated or volunteer services, i.e., transportation, mentoring hours, etc.?
- b. **Salaries and Wages:** All staff salaries that are allocated to the project. Identify each position, salary, % of time devoted to the project, and source of funding.
- c. **Fringe:** Include related benefits and taxes allocable to each salary. Fringe may be represented as a % of salary.
- d. **Consultants:** Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of your organization.
- e. **Printing and Publications:** Include expenses for production of all printed materials.
- f. **Media Costs:** Include for newspaper, radio, television, billboard, etc.
- g. **Program Supplies:** Includes medical, educational and other participant oriented costs.
- h. **Office Supplies:** Include subscriptions, books, and other consumable materials.
- i. **Postage:** Include U.S. Post, FedEx, UPS, and similar.
- j. **Utilities/Telephones:** Cost per month.
- k. **Space Costs:** Include only space used by project or program.
- l. **Capital Expenses:** Include items over \$1,000.

**Budget Note:** The Foundation does not fund requests for administrative or overhead fees. All support costs should be delineated by line item.

If you have questions regarding any part of this Proposal, its preparation or the requirements, please feel free to contact a Program Officer at (318) 443-3394 or 800-994-3394 prior to submitting your request.



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# Service Area

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## of The Rapides Foundation



 **The Rapides Foundation**

[www.rapidesfoundation.org](http://www.rapidesfoundation.org)

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Alexandria, LA 71301  
(318) 443-3394  
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