

# Rock Rose — Foundation —

## GRANT APPLICATION FORM

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## Introduction

### Our Mission Statement

Guided by local voices, we support organizations working towards just and equitable community development.

### Grant Purpose

Our grants are open to individuals and organizations who want to turn strong ideas into action, emphasizing community diversity, equity, and social justice.

- Service Area: Bell County, Texas.
- Initiatives should benefit traditionally disenfranchised populations in the service area
- Proposals should demonstrate how funding will directly impact a community or population

### Eligibility

Non-profit organizations – 501(c)3 status not required, although preferred

- Priority given to newer organizations OR established organizations developing a new idea that may struggle to receive traditional funding
- Organizations should be able to demonstrate awareness of and progress toward diversity in staffing and leadership

### Individuals

- Individuals with a good idea and a solid plan to implement it will be considered.
- Rock Rose Foundation is unable to provide educational scholarships

### Expectations

Our preliminary deadline is July 12. We strongly suggest submitting your application before July 12. If there are any incomplete sections or other issues with your application, we will be able to work with you prior to our final deadline. We know life happens, we highly recommend putting the preliminary deadline in your calendar so you don't accidentally miss the final deadline on July 31. The preliminary deadline is a way for us to provide additional assistance to organizations that don't have dedicated grant writers or full-time staff, and increase our accessibility. We are available to answer questions prior to both deadlines. **Applications will not be accepted after our final deadline at 5pm CT on July 31, 2024.**

### Process

#### Application Window

- The application window is June 24 - July 31, 2024 (5pm CT)
- Mailed applications must be postmarked on or before July 31, 2024

#### Preliminary Deadline (July12)

- Applications received prior to July 12, 2024 (5pm CT) will be eligible for additional assistance. If there are incomplete sections or if you have any questions and are in need of help, we will be able to work with you before the final deadline.

### Eligibility Check

- All applications will be reviewed for eligibility upon receipt.

### Board Review Process (Aug 5 – Aug 19, 2024)

- Applications will be scored by the Rock Rose Foundation (RRF) Board of Directors based on a rubric.

### Community Advisory Committee Selection Process (Aug 19 – Nov 21, 2024)

- Scored applications will be forwarded to the Community Advisory Committee (CAC)
- The CAC will select grant recipients based on score, local need, and local knowledge
- Applicants will have the opportunity to meet the CAC, present their application, and answer the CAC's questions
- The CAC will vote and draft their recommendations for the RRF Board of Directors

### Board Approval (November 24, 2024)

- The RRF Board of Directors will meet for formal approval to award grants

### Funding (December 2024)

- Grant checks will generally be awarded in one payment. Alternate arrangements are made at the discretion of RRF.

### Post-Funding

- A final report and occasional brief updates will be required outlining how grant money was used, what progress was made toward the initiative's goals, and how the initiative impacted the community and/or individuals. RRF will work with you to determine the details.

## Application Format

In respect for your time, it is our goal to make the Rock Rose Foundation grant application process as simple as possible, keeping the focus on your initiative, the results you hope to achieve, and how our funding can help you accomplish your goals.

### 1. Cover Sheet

Please take the time to complete this information accurately as it will impact our ability to communicate effectively with you. This information is also collected for IRS compliance purposes.

### 2. Narrative Questions

Our narrative questions give you the opportunity to briefly describe elements of your organization and proposal to us. Your answer will give us information on your expertise and commitment to the issue, and help us understand how your idea matches our mission. We have set a maximum word limit of 300 words. If you feel you can answer the questions completely with bullet points, you are welcome to do so.

We are excited to get to know you and your idea so please let your excitement and unique perspective show in your answers!

### 3. Attached Proposed Budget

We understand that our applicants may be new organizations. Our budget expectations take this into consideration. We require each applicant to attach:

- A. A budget narrative
- B. A proposed itemized budget
- C. A cash flow statement showing profits and losses from the most recent fiscal year (for established or currently operating organizations)

### 4. Additional Attachments

Your organization will be required to provide additional items to complete your application. These documents will provide necessary legal and IRS compliance information.

Organizations are required to submit the following (if applicable):

- A. EIN (Tax Identification number issued by the IRS)
- B. IRS Letter of Determination (for 501(c) nonprofit organizations)
- C. Most recent 990 Form

You may also include verifying documents related to your funding request. These documents will help us better understand the itemized funding amounts requested in your application.

### Most Importantly

If you have questions about any part of the application or if you run into barriers that prevent you from being able to complete it, PLEASE reach out. It is our goal to develop authentic, collaborative relationships with other organizations from the very beginning.

*Please visit the FAQ page on our website to get answers to commonly asked questions*



## Narrative Questions

Brief answers - limit each to 300 words (or less)

### A. Organization

1. What is the size of your organization, measured by the number of full and part time employees? Volunteers?

2. A. What is your definition of "diversity"?

B. Tell us about the diversity within your organization amongst your leadership and volunteers. Please consider things like race, age, gender, experience, and socioeconomic status when answering. (We want to get to know your organization, we will only use this information to better understand who you are and track who we are funding in Bell County.)

C. How did you recruit your team? What made them the best fit for your organization? Who will be leading this effort? Will they be partnering with any other organization(s)? What specific role will the leader(s) take?







## Checklist

You must submit the following for your application to be considered complete:

- Cover Sheet
- Narrative Answers (approximately 250 - 300 words)
- Attached Proposed Budget
- Budget Narrative
- Cash Flow Statement (for established or currently operating organizations)
- Additional Attachments (if applicable)

**We look forward to receiving your application!**