Rock Rose Foundation

Grant Application Form

Our Mission Statement: Guided by local voices, we support organizations working toward just and equitable community development.

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Introduction

Rock Rose Foundation
Our mission is to support local voices and local ideas that engage communities, leading to 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, equality, and social justice.
- Service Area: City of Killeen and 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
o Priority given to newer organizations OR established organizations developing a new idea that may struggle to receive traditional funding
o Organizations should be able to demonstrate awareness of and progress toward diversity in staffing and leadership

Individuals
o Individuals with a good idea and a solid plan to implement it will be considered.
o Rock Rose Foundation does NOT provide educational scholarships at this time

Expectations
Application Window
- The application window is August 1 until September 15, 2022 (5pm).
- Applications may be sent by email to rockrosefoundation@gmail.com, on or before September 15, 2022
- Mailed applications must be postmarked on or before September 15, 2022. Mail to PO Box 690122, Killeen, TX 76549

Review Process (September 15 – October 1, 2022)
- All applications will be reviewed for eligibility upon receipt.
- Applications will be scored based on a rubric.

Board Approval (October 1 - November 17, 2022)
- The RRF Board of Directors will meet for formal approval to award grants

Funding (December 1, 2022)
- Grant checks will be awarded in one payment unless alternate arrangements are made at the discretion of the Rock Rose Foundation

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.

Cover Sheet

The cover sheet gathers basic information about your organization. Please take the time to complete this information accurately as it will impact our ability to communicate effectively with you. The information on the cover sheet also ensures we are able to complete required filings correctly.

Attached Budget Expectations

We understand that many of our applications may be newer or smaller organizations. Our budget expectations take this into consideration. We require each applicant to attach:
- An itemized budget
- A budget narrative
- A financial statement from the most recent fiscal year (OR projected financials for the first year)

You may also choose to attach other documents or items (example: estimates for specialized equipment) to help us better understand your proposal.

How detailed or complex the budget is depends on how large your organization or project is. Part of our evaluation process is determining how well thought out a proposal is, and the budget is a great place to show us how prepared you are.

Narrative Questions

Our narrative questions should give you the opportunity to briefly describe important elements of your organization and proposal to us. Your answer will help us evaluate how well your idea matches up with our mission. We have set a maximum word limit of 300 words for each narrative question to help reduce the time necessary to complete the application. 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!

Most Importantly

Having just gone through the process of creating this foundation, we are very aware of how time consuming and confusing it can all be. We have tried to limit our application to absolutely necessary information. 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.

We look forward to receiving your application!

Cover Sheet

Date of Application: _____

Organization /Individual

Legal Name of Organization or Individual: _____
(Should be the same as on IRS determination letter and as supplied on IRS Form 990, if applicable)

Tax-exempt status: _____ ❒ received ❒ applied for ❒ intend to apply for

OR ❒ not applying for tax-exempt status

Public Agency/Unit of Gov/Indian Tribal Gov under Sec 7871? ❒ yes ❒ no

Year Founded: _____ Current Annual Operating Budget: $ _____

Executive Director: _____

Email: _____ Phone: _____

Contact Person/Title (if different from ED): _____

Email: _____ Phone: _____

Address(principal/administrative office):

City: _____ State: _____ Zip: _____

Mailing Address, if different from above:

City: _____ State: _____ Zip: _____

Website: _____

Project

Title: _____ Year Started: _____

Purpose/Mission: _____

Amount Requested: $ _____ Total Project Cost: $ _____

Beginning and Ending Dates of the Project/Campaign: _____

Time Period Covered by this Grant: _____

Attached Budget Expectations

A budget for proposed projects is required, although the size and complexity of your proposed project will determine exactly what your budget looks like.

If you are requesting operating funds, your budget must cover the organization in its entirety. If you are requesting funds for a self-contained project within a larger organization, you may focus your budget on that project, provided you include any funds the organization is contributing in the revenue section and all staffing, services, etc provided by the organization in the expense section.

As long as your budget is typewritten and contains the required information, you may submit it in a format convenient for you. See next page for sample project budget format and possible categories. Budget categories should be chosen to thoroughly account for the organization's or project's income and expenses.

Your budget should provide a clear and accurate picture of your current and expected financial situation. It should help us understand what the money you raise is being used for. Most importantly, your budget will offer insight into how your organization is structured and what kind of research and planning has gone into your idea.

REVENUE

Include all sources of revenue for the organization (or relevant to the self-contained project). Differentiate between funds you have already secured and funds that remain pending. Be sure to include any funds that will be drawn from your operating budget and/or reserve funds.

If the amount requested through this application is less than the total cost of the project or campaign, itemize all confirmed and anticipated sources of revenue, including other grants, that will make up the difference.

Refer to the following example for possible revenue categories.

EXPENSES

Itemize your expenses and provide an expense total. Include any additional items relevant to your particular program, project or campaign.

Break down the salaries and wages section, itemize the expenses for the Executive Director, as well as full- and part-time staff.

NARRATIVE

Along with your table, please provide a short description about how you would specifically use Rock Rose Foundation grant funds. List assumptions on which the budget is based. Explain any unusual budget items. Discuss how partnerships or collaborations with other organizations may impact your budget.

The narrative is your opportunity to help us understand the data provided in the budget. Include anything you feel will help us better see your vision for your organization or project.

F. SAMPLE PROJECT BUDGET FORMAT AND CATEGORIES

This is a sample budget. Yours may be organized differently or be a different format. If you have a budget already prepared, you may simply attach that. If you do not have a budget, you may use this sample as a template. Adjust the categories to match the revenue and expenses your organization experiences or expects to experience. You may wish to itemize larger categories, particularly if they make up a large portion of the income or expense, or if they are particularly relevant to the grant money you are requesting here.

[ORG NAME] Budget for [START DATE] to [END DATE]		
REVENUE	**Secured/Committed Funds**	**Pending Funds**
Grants/Contracts/Contributions		
Earned Income (from sale of products, publications, etc)		
Membership Income		
In-Kind Support		
Other (specify)		
TOTALREVENUE		
EXPENSE	**Amount Covered by Grant Request**	**Total Project Expenses**

Salaries and Wages
   Executive Director _____
   Full Time staff _____
   Part Time staff _____		

Payroll Taxes		
Benefits		
Consultants and Professional Fees		
Travel/Professional Development		
Operations		
Rent		
Utilities		
Equipment		
Supplies		
Other		
TOTAL EXPENSE		
TOTALS		
TOTAL REVENUE		
(TOTAL EXPENSE)		
TOTAL SURPLUS (DEFICIT)		

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. Tell us about the diversity within your organization, including leadership and volunteers.

3. Who will be leading this effort? Will they be partnering with any other organization? What specific role will the leader(s) take?

4. Is there any other support you hope to receive from the Foundation?

B. PROGRAM

1. Describe the program or idea. What problem does it solve or what good idea does it energize?

2. What population does the program serve? (i.e. geographic area, under-represented populations)

3. What specific results or community impact do you hope to achieve through this program?

4. What is your step-by-step plan to achieve these results? (It is not necessary to be specific. Provide whatever details you think we should know. Bullet points are great.)

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5. How do you propose to monitor progress toward goals and assess success upon the completion of the project?