Rock Rose Foundation

GRANT APPLICATION FORM

Guide to the Application

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. We are available to answer questions prior to both deadlines. 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. **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 board members 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 Rock Rose Foundation (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 tax compliance purposes.

2. Narrative Questions

Our narrative questions 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!

3. Attached Budget

We understand that many of our applicants may be newer or smaller organizations. Our budget expectations take this into consideration. We require each applicant to attach:

A. A budget narrative
B. An itemized budget
C. A Cash Flow Statement showing profits and losses from the most recent fiscal year (for established or currently operating organizations)

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 Resources page on our website for FAQs

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:
(Ex. 501(c)3)

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
https://www.irs.gov/pub/irs-tege/irc7871.pdf

Year Founded: Current Annual Operating Budget: $

Executive Director:

Email: Phone:

Contact Person (if different from Executive Director)

Name: Title:

Email: Phone:

Preferred method of contact: phone   email

Complete Address (principal/administrative office)

Complete Mailing Address, (if different from above)

Website or Facebook (if applicable):

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:

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?

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

4. In what ways do you envision the Foundation supporting your organization if your project or idea is funded?

B. Program

1. Describe the program or idea. What problem does it solve or what good idea does it energize? Include data to help explain the issue and how you determined the need.

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? If your program or idea is new, why do you think it will be successful?

4. What is your step-by-step plan to achieve these results? (Provide as many details as we need to fully understand your plan.)

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

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.

Along with your attached budget, 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 attached budget. Include anything you feel will help us better see your vision for your organization or project.

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.

Please refer to the Resources page on our website to view a sample attached budget and budget narrative.

Checklist

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

Cover Sheet
Narrative Answers (200-300 words)
Attached Budget
Budget Narrative
Cash Flow Statement (for established or currently operating organizations)

We look forward to receiving your application!