Rock Rose Foundation

GRANT APPLICATION FORM

Our Mission Statement

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

Guide to the Application

Introduction

Directions for using this application

Our application is not public. You will not be able to edit this file and you will not be given editor privileges in Google Docs. In order to edit, you must download and save a new file to your Google Drive, computer or device. Rename the new file and include your organization's name. You may use any word processor that you are comfortable with (e.g. Google Docs, Word, Pages, etc.) or you may create a pdf and edit using Adobe. **Please be aware that if you download this using anything other than Google Docs the formatting might be off so please read carefully.** If you are using an online word processor please share your completed application with us using our email or simply send your completed application to our email address: *rockrosefoundation@gmail.com*. If you prefer to put pen to paper, print the application out and mail it to us at:

> *Rock Rose Foundation*
> *PO Box 690122*
> *Killeen, TX 76549*

Rock Rose Foundation

Our mission is to support local voices and 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: 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 does NOT provide educational scholarships at this time

Process

Application Window

- The application window is April 1 - May 15, 2023 (5pm CT)

- Mailed applications must be postmarked on or before May 15, 2023
- Preliminary deadline May 1 - assistance can be given to applicants that submit their applications prior to May 1

Preliminary Review Process (May 1)

- Applications received prior to May 1 will be eligible for additional assistance. If there are incomplete sections or if you have any questions or need help, we'll be able to work with you before the final deadline.

Board Review Process (May 15 – May 31, 2023)

- All applications will be reviewed for eligibility upon receipt.
- Applications will be scored by the board members based on a rubric.

Community Advisory Committee Selection Process (June 5 – October 15, 2023)

- 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 16, 2023)

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

Funding (December 1, 2023)

- Grant checks will 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. Rock Rose Foundation will work with you to determine the details.

Expectations

Our preliminary deadline is May 1. We strongly suggest submitting your application before May 1. 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 May 15. We are available to answer questions regardless of the deadline you use. 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 May 15, 2023.**

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

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.

2. 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!

3. Attached Budget

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:

A. A budget narrative
B. An itemized budget
C. 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.

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.

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
(Ex. 501(c)3)

-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: _____
(Ex. phone or 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. 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? (Provide whatever details you think we should know. Bullet points are great.)

    •

    •

    •

    •

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

Attached Budget Expectations

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.

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.

Sample Budget Narrative

This is an example of what your narrative statement could look like. Yours may be longer or shorter and include more or fewer additional details.

We are seeking funding to help advance our educational outreach. In addition to our revenue, we rely on a committed group of 10 - 20 volunteers monthly to help with running our programming and outreach. We partner with two other non profits in order to reach a wider audience. We also receive gifts in kind from individuals and organizations that do not contribute monetarily. These are usually tablets, office supplies, snacks, and beverages. All of these gifts in kind are used to help supply our volunteers.

This year we have hired one part-time grant writer in order to help increase our revenue. We hope to secure 3 grants this year in order to increase our outreach. Any surplus in our budget will go to staff professional development and volunteer training.

The "Other," category consists of the cost of printing and purchasing training materials and workbooks for our volunteers.

Template Project Budget Format and Categories

This is a budget template. 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 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)		
TOTAL REVENUE		
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)		

Checklist

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

☐ Cover Sheet
☐ Narrative
☐ Attached Budget Narrative
☐ Attached Budget

We look forward to receiving your application!