GRANT APPLICATION INSTRUCTIONS

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.

Eligibility

- Service Area: Bell County, Texas.
- Initiatives should benefit traditionally disenfranchised populations

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

- We are seeking newer organizations OR established organizations developing a new idea that may struggle to receive traditional funding

Individuals

- Individuals with a good idea and a solid plan to implement it will be considered.
- Rock Rose Foundation does not provide educational scholarships

Expectations

Our preliminary deadline is Sept 15. Organizations that submit their application by this deadline will receive early feedback that may improve their application and ensure that it is truly ready for approval. Applications received prior to the preliminary deadline will receive 1 feedback email,

and will have 5 days to respond with their final application. We highly recommend submitting your application prior to the preliminary deadline so you don't accidentally miss the final deadline on Sept 30. We are available to answer questions prior to both deadlines. **Applications will not be accepted after our final deadline at 5pm CT on Sept 30, 2025.**

Process

- **Sept 1 - Sept 30 (5pm CT)** - Application window - Preliminary Deadline Sept 15 (5pm CT)
- **Oct - Nov** - Board review process - applications will be scored by the Rock Rose Foundation (RRF) Board of Directors based on a rubric.
- **Oct 3** - Incomplete applications - applicants will be notified if they are ineligible for funding.
- **Nov 4** - Eligibility check - applications will be reviewed to make sure they meet the eligibility criteria. Applicants will be notified if they are ineligible for funding.
- **Dec - Feb** - Community Advisory Committee (CAC) review process - the CAC will select grant recipients based on score, local need, and local knowledge.
    - **Dec** - Presentation Meetings scheduled.
    - **Jan 2026**- Presentation Meetings - applicants will have the opportunity to meet the CAC, present their application, and answer the CAC's questions.
    - **Feb** - CAC selection process - the CAC will vote and draft their recommendations for the RRF Board of Directors.
- **Mar** - Board approval - formal approval of CAC's funding recommendations
- **Apr 4** - Applicant Celebration - funding disbursed - grant checks will generally be awarded in one payment. Alternate arrangements are made at the discretion of RRF.
- **Apr 30 2027** - 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.

Application Format

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.

Funding Amount - Our grants are offered at specific funding levels: $5,000 (or less), $10,000, $15,000, and $20, 000. Please select the amount that your program requires, be prepared to explain your selection in your Budget Narrative. For requested amounts less than $5,000, please state the exact amount that you are requesting.

Narrative Questions

Our narrative questions give you the opportunity to briefly describe your organization and proposal to us. Your answers will give us information on your expertise and commitment to the issue, help us understand how your idea matches our mission, and demonstrate how funding will directly impact a community or population. The questions are intended to focus your answers to your initiative, the results you hope to achieve, and how our funding can help you accomplish your goals. We have set a maximum word limit of 300 words.

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

Attached Proposed Budget

We understand that our applicants may be newer 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 - please do not attach a bank statement or any document that includes sensitive account information (established or currently operating organizations)

See below for more details.

Additional Attachments

If there is any further information you would like to share (for example: educational curriculum, utility bill, lease, program pamphlet, photos, etc), you may include them with your submission. **We do not require any attachments other than your budget and cash flow statement.** But we encourage you to share anything you think will better understand your program or organization.

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 to **kelsey@rock-rose.org**. It is our goal to develop authentic, collaborative relationships with other organizations.

Please visit the Resources page and the FAQ page on our website to find useful information and answers to commonly asked questions.