

## *How to Apply to the Rosenlund Family Foundation*

### **I. Your Program Description:**

- To reduce paper and postage we request, when possible, to e-mail all required information as a single PDF document to Ms. Dale Mitchell at [dalemitch@verizon.net](mailto:dalemitch@verizon.net) between **January 1 and 5:00 p.m. on the last business day of February**.
- Consideration of all relevant applications takes place between **March and May**, and **all grants will be awarded in June**. Declined applications will receive notification by e-mail. (Please include your email address.)
- If your organization has an operating budget of \$1.5 million or less and your priorities and ongoing commitment are to long-term, high quality arts and/or environmental programs for children and youth in the Philadelphia area's most disadvantaged neighborhoods, please submit the following (including your e-mail address):
- Proposal Narrative (no more than four pages), which includes:
  - A brief summary of the organization's history and mission;
  - Description of project/programs for which you are requesting funding, including the dollar amount, the unmet need(s) you are attempting to address, and the target population served, including number of children, their ages, their neighborhoods/schools, and % living at or below the poverty level;
  - How do you distinguish your work from others doing similar types of programming?
  - Is there evidence your programs are improving communication and leadership skills, reading and math skills, helping to reduce dropout rates, and building marketable job skills?
  - Do you charge fees for participation in any of your programs or services, and if so, can any accommodations be made for those who cannot afford to pay?
  - Your goals and objectives, including specific, measurable activities to accomplish these objectives;
  - How the proposed activities will impact the designated community or population;
  - How you will evaluate the results and how the results will be used;
  - How you plan to sustain the project after the funding period has expired.

### **II. Attachments:**

- Copy of IRS letter designating your organization as Nonprofit 501(c)(3)
- Organization's annual operating budget and actual income and expenses for the most recently completed fiscal year AND for the current year-to-date.
- Itemized budget for how this specific grant will be used. Identify each major source of revenue for this initiative by name and amount, and whether funds are committed or pending. Please note the foundation does not support pilot/demonstration projects or new initiatives that do not have sufficient committed funding to be sustained over time.
- Organization's most recent audited financial statement (if annual budget greater than \$100,000) or Form 990 (if budget between \$25,000 and \$100,000).
- Current board list with members' affiliations.
- Total number of full and part-time staff, a brief description of key staff, including their qualifications relevant to this project.

Note: Please do not send any generalized, mass-produced newsletters or similar materials.

**If you have questions about the application process**