

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

Due to limited resources a very small number of grants may be awarded to qualifying organizations who have not received grants in the past.

**Email to Ms. Dale Mitchell - [dalemitch@verizon.net](mailto:dalemitch@verizon.net) - below information as a single PDF document between January 15 and 5:00 p.m. on the last day of business in February.**

**Consideration of all proposals will take place in March and April. Grants will be awarded by the end of May. Rejections will be e-mailed in March. Grant sizes range from \$2,500 to \$5,000**

If your organization has an operating budget of \$2 million or less and your priorities and commitment are to neighborhood based, long-term, high quality arts and/or environmental education programs for under-served children and youth in Philadelphia area's most disadvantaged neighborhoods, please submit the following:

- **Primary contact's name, title, e-mail and phone number along with a link to your website**
- **Your organization's mission statement**
- **A copy of IRS letter designating your organization as 501(c)(3)**
- **Your annual operating budget**
- **Current board list with members' affiliations**
- **Total number of full and part time staff**
- **A description of your arts and/or environmental education programming for children and youth for which you are seeking general operating support and the amount requested**
- **The unmet needs you are attempting to address and the target audience, including the number of children served, their ages and their neighborhood schools**
- **Please share any evidence of your programs' impact on the lives of the children served, their success in school and the skills needed to succeed in today's workforce**
- **Do you charge fees for any of your programs or services, and if so what accommodations are made for those that cannot afford to pay.**
- **How do you evaluate results and how are those results used**
- **How has the Covid 19 Pandemic impacted your work and altered your programming both now and in the future**
- **Please provide a list of the primary foundation and/or corporate funders who support these programs, including dollar amount and if committed or pending**
- **Provide a copy of your organization's most recent audited financial statement (if annual budget greater than \$100,000) or your latest Form 990 - these may be sent as separate documents**

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

**If you have questions about the application process,**  
please e-mail Dale Mitchell at [dalemitch@verizon.net](mailto:dalemitch@verizon.net)