



# *Royal Rosarian Foundation*

## *Funding Criteria*

The Royal Rosarian Foundation provides financial support for programs or projects that improve the livability of the greater Portland community and promote or enable participation in the Portland Rose Festival. The Foundation funds programs and activities designed to:

- Publicly recognize community volunteers or acts of heroism by citizens or organizations in the Portland Metropolitan Area that have;
  - Made a special and significant impact on individuals, families or the community at large.
  - Inspired others to volunteer for community service.
  - Has been a catalyst for new vision, understanding and change in the community.
- Improve the livability of the greater Portland Community through;
  - Grants to organizations to assist with their participation in the Portland Rose Festival or other related festivals within the Northwest Festival Association.
  - Grants to organizations that assist at risk youth of the City of Portland.
  - The Royal Rosarian Rose Gardens located in Washington Park and the Grotto.
  - Preservation of Royal Rosarian historical artifacts.
- Contributions to develop or strengthen charitable organizations and scholarships are anticipated to foster education of young individuals and groups of individuals, under the age of 23.
- Funding will not be provided for political organizations or causes or overtly religious organizations or causes.
  - The Royal Rosarian Foundation Board is authorized to administer and disburse Foundation funds according to priorities determined by the board under the amended bylaws of the Royal Rosarian Foundation sections 1.1 and 4.8.

## ***Eligibility***

The geographic area for Foundation funding shall be within Multnomah, Clackamas, Washington and Columbia Counties in the State of Oregon and Clark County in the State of Washington.

Applicants must be public educational institutions, a legally constituted non-profit organizations or program. Projects or programs of the Royal Rosarians or affiliate organizations that are for the benefit of the public are eligible. Proposals or applications from individuals are not accepted.

Funded requests may include: equipment, special event related expenses, uniforms, travel expense, meals and accommodations, insurance expense or non-monetary awards.

The Foundation Board will consider all proposals for funding under this plan so long as they are submitted in the manner and form required. The method by which proposals are to be prepared and submitted to the Foundation Board as well as the eligibility criteria for funding are to be reviewed periodically.

## ***Format of Submission***

### **Cover Letter**

One page including the amount requested, the deadline for which you are applying, a brief description of the request and how the request is aligned with specific priorities of the Royal Rosarian Foundation, and the name, address and phone number of the contact person for the funding. If available, please include the organization's email and website addresses. The letter should be signed by the executive director or equal representative.

### **IRS Letter**

A copy of the organization's IRS determination letter indicating 501(c) (3) tax exempt status, issued within the last five years.

An updated letter of 501(c) (3) determination from the IRS can be obtained by notifying the Cincinnati office toll-free at 877-829-5500 with your organization's name and EIN, and the IRS will prepare a new letter and fax it to the organization on the same day, with a hard copy to follow by mail.

## **Letter of Request for Funding**

The length of your request should not exceed two pages. Please include the following information in this order:

### **I. Agency information**

- Mission statement, goals, and objectives of the organization.
- Brief summary of organization's history
- Description of current programs, activities, and accomplishments. (including number of people served)
- Information about volunteer involvement and in-kind contributions (including total number of volunteers).

### **II. Purpose of Funding**

- Description of issue to be addressed, constituency served (i.e. demographic information such as race, ethnicity, age, gender, income), and number of people to be served.
- Description of goals and objectives for the purpose of the funding and the beneficial contribution the program will have on the community.  
Provide an itemized description of how funds will be allocated.
- Description of the activities planned to accomplish these goals.
- Timetable for implementation and fruition.
- Other organizations participating in the activity, if any.
- Describe the manner in which the Royal Rosarian Foundation support of this program will be acknowledged.
- Long term sources/strategies for funding, if any.

### **III. Evaluation**

- Actual evaluation results of programs or services provided in the most recently completed fiscal year.
- Expected results during and after the funding period.
- How success will be defined and measured.

### **IV. Anti-discrimination Policy (Required)**

#### **Example:**

The Royal Rosarian Foundation shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operation. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

## **Funding Submittal Checklist**

- Name, address and phone number of the Organization.
- The deadline for which you are in need of funding.
- Name, address and phone number of the contact person.
- Organization's email and website addresses
- Signature of the executive director or equal representative.
  
- IRS determination letter indicating 501(c) (3) tax exempt status.
  
- General information; i.e. History, objectives, and accomplishments.
  
- Description of the issue to be addressed.
- Description of goals and objectives.
- Beneficial contribution the program will have on the community.
- Itemized description of fund allocation.
- Description of the activities planned to accomplish these goals.
- Timetable for implementation and fruition.
- Other organizations participating in the activity, if any.
- Description of the acknowledgment for the source of funding.
- Long term sources/strategies for funding, if any.
  
- Evaluation results of recent programs or services.
- Expected results during and after this funding period.
- How success will be defined and measured.
  
- Anti-discrimination Policy.



# Royal Rosarian Foundation

## Grant Application Form

1. Please review the accompanying cover letter for qualifying grants.
2. Fill out the Form and attach any supplemental information requested.
3. Once completed, sign, scan and email the Form to [Dave@shibleyins.com](mailto:Dave@shibleyins.com) or fax to 503-282-3345

<b>Name of requesting organization</b>		<b>Date of request</b>	<b>Federal tax ID number</b>
<b>Mailing Address</b>			<b>Phone Number</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Fax Number</b>
<b>Name of principle contact</b>		<b>Position of principle contact</b>	<b>Email address</b>
<b>Names and titles of other relevant personnel</b>			<b>Website URL</b>
			<b>Date organization founded</b>
<b>Title of project</b>			<b>Start of funding date</b>
<b>Requested amount for this segment:</b> \$	<b>Overall project cost \$</b>  <b>Duration of over all project:</b>		<b>Your funding request represents what percentage of the total project cost:</b>  %
<b>Duration of this segment:</b>			
<b>What percentage of your organization's overhead expense will come from this Funding allocation?</b> %	<b>What does that overhead expense consist of?</b>		

**Grant Request Summary:** Proposed activity including goals and objectives; target audience; how will activity be organized and executed? Attach a separate sheet if necessary:

**Evaluation:** What results or outcomes are expected? How can these be evaluated and measured? When do you propose that this evaluation be done? Attach a separate sheet if necessary.

**Are you a Tax Exempt Organization? What type?**

**Of your total annual budget, how much is allocated to organization overhead expense?**

**Total annual budget; \$**

**Organization overhead expense: \$**

**Has this request for funding been approved by your organization's governing board?**

