# FIBUS FAMILY FOUNDATION

There are monthly application deadlines. Organizations may submit multiple applications within the same cycle, but the applications must be accompanied by a cover letter explaining the priority order of these requests. Multi-year requests are also considered but can span no longer than five years.

All requests are reviewed by the Fibus Family Foundation Committee. Applicants will be notified of the decision one to two months following the corresponding application deadline. Organizations must then wait at least 12 months from that grant cycle deadline to submit another request.

If funding is granted, a progress report is required to be submitted 9 months after receiving payment. For organizations receiving multi-year commitments the report is due 9 months after receiving the last grant payment and/or before the submission of any other proposals. The committee will not entertain any future grant requests until a report is submitted.

The report should include the following information:

* Organization name, project title, contact name and title, date of grant and date of report.
* 1-3 page narrative addressing progress, updates and any changes to the program/project since the grant was made. Please share successes and/or setbacks.
* An updated accounting of the total program/project with an explanation of any changes from the original project budget.

Please direct all questions to [fundingrequest@fibusfamilyfoundation.org](mailto:fundingrequest@fibusfamilyfoundation.org)

**To submit your donation request online, please complete the** [**online submission form**](https://www.fibusfamilyfoundation.org/submitcharityrequest/) **and upload scans of the following documents to the document upload form field:**

1. Project budget outlining all income and expenses providing narrative description as needed.
2. Current operating budget.
3. Audited financial statement.
4. IRS determination letter.
5. Most recent annual Form 990 return.
6. Board of Directors List.
7. Annual Report.
8. Non-discriminatory policy statement.
9. Strategic Plan Executive Summary.

If necessary, provide an explanation for the lack of any of the above documents.

# Please submit a two-page narrative proposal containing the following:

1. Project description and purpose.
2. How does your project fit into the Endowment’s focus areas as outlined above?
3. Who and how many will be served?
4. Using narrative and data please explain why this project is needed and how your organization determined this need?
5. How does this project fit into the mission of your organization?
6. How is your organization particularly qualified to offer this project?
7. Are other local organizations doing similar work? If so, what sets you apart?
8. Partners on this project and their role.
9. Implementation Timeline.
10. Project goals and objectives.
11. How the project’s success/effectiveness will be measured both qualitatively and quantitatively?
12. Plan for donor acknowledgement.
13. How the Endowment’s grant will be used to encourage other support.