# 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

# THE FIBUS FAMILY FOUNDATION GRANT APPLICATION

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Date of Application** |  |
| **Mission Statement** |  |
| **Mailing Address** |  |
| **Name, title, email & phone # of person completing application** |  |
| **Website** |  |
| **Name & Title of Chief Professional Officer** |  |
| **Board President** |  |
| **Organizational Budget** |  |
| **Project Title** |  |
| **Project Budget** |  |
| **Amount Requested** |  |
| **Date & Amount of Last Grant from Endowment (if applicable)** |  |
| **Date Funding is Needed** |  |
| **Other Funding Sources****(Include name of funder, if the support is approved/pending & amount of support/request)** |  |

**The Committee funds specific focus areas.**

**Please indicate the area(s) your proposal falls into by placing a check mark in the appropriate box(es) below.**

|  |
| --- |
| o Education |
| o Social Services (for Women, Children, Minorities & At-Risk & Economically Disadvantaged Populations) |
| o Social Justice (Civil & Human Rights) |
| o Community & Economic Development |
| o Coexistence/Shared Society |
| o Crisis/Emergencies |

**The Committee considers specific types of grant requests. Indicate the funding you are seeking below.**

|  |
| --- |
| o Capital Project |
| o Challenge Grant |
| o Programmatic Funding |
| o Scholarship Program |
| o Start-Up Grant |
| o Seed & Gap Funding |

**Please provide the following attachments:**

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.