



The Joe W. and Dorothy Dorsett Brown Foundation

PLEASE NOTE

Applications received in the fourth quarter are difficult at times to process by the year's end. All grant applications should be received by this office between **January 1 and August 31**. Our review process is thorough, time consuming, and occasionally difficult. Funds for approved applications received after August 31 *may* not be sent until the following calendar year.

Your cooperation will be appreciated.

The Joe W. and Dorothy Dorsett Brown Foundation

The Foundation will no longer approve tuition grants or loans to public/charter or private schools grades K-12. The Board prefers schools seeking funds to do so through the Brown Foundation Service Learning Program. For details, please visit:

www.TheBrownFoundation.org/ServiceLearning

Revised January 2015

The Joe W. and Dorothy Dorsett Brown Foundation Grant Application

Instructions

1. Grant applications should be received by this office, between January 1 and August 31.
2. Each year, you must obtain a **new** Grant Application Packet from the Foundation's web page at www.thebrownfoundation.org. Forms contained in the packet include these instructions and guidelines, the grant application, and a sample of the grant acceptance agreement. The acceptance agreement is for your review. Upon approval, an official Grant Acceptance Agreement will be sent to your organization.
3. All forms must be typed and all questions answered. Print the completed application and mail it to The Joe W. and Dorothy Dorsett Brown Foundation Center at 320 Metairie Hammond Highway, Suite 500, Metairie, LA 70005.
 - a. Do not email any part of your application packet. Emails will be immediately deleted.
4. Requests should be submitted at least **90 days** before grant cycle begins.
5. **Two (2) copies of the entire application packet** (application form, supportive materials, financials, tax return) should be submitted. One copy may be bound, stapled, clipped, etc. but please leave one copy unbound and printed on single-side.
6. An organization may apply **once** per calendar year.

Guidelines

1. Locality - Funds must benefit Louisiana and Mississippi only, with primary interest in the Greater New Orleans Area and the Mississippi Gulf Coast.
2. Six main areas of grant making:
 - a. Science and Program Related Investments (PRI's)
 - b. Community Benefit
 - c. Human Services
 - d. Education
 - e. Environment
 - f. Medical and Health
3. Within the above five areas, the focus is primarily on alleviating human suffering. Secondary consideration includes cultural, spiritual, educational, or scientific initiatives.
4. While the merit of a request is primary, favor occurs where volunteers are utilized, the ratio of administrative expense to charitable giving is low, the grant will eventually benefit many people and the grant will have not only a favorable impact on the area and people served, but also the entire community.
5. We favor requests for funds where funds are generally unavailable from most other sources.
6. Grants for medical research and housing will be generally structured as a program related investments.
7. We will not approve:
 - a. Brick and mortar grants, computer systems, equipment, vehicles, videos
 - b. Contributions to endowments, building funds or large community wide capital drives
 - c. Multi-year Grants (additional years at our option for PRI's)
 - d. Indirect grants to intermediary institutions
 - e. Grants to offset budget mandated cutbacks
 - f. Institutional indirect (overhead) costs added to proposals
 - g. Grants to organizations less than three years old and without 501(c)3 status
 - h. Grants or loans to public/charter or private schools grades K-12
 - i. Grants to local chapters of national organizations

Sources of Income (percentages)

Government – Federal:

State:

Local:

Membership/Individual Contributions:

Fees:

Fundraising:

Corporate/Foundation Grants:

Other, Describe:

Date of IRS Determination Letter:

Determination:

I. Proposal summary- In one short paragraph please summarize the purpose of your institution, why it is requesting this grant, results it hopes to achieve, and how the funds will be spent if the grant is made (*limit to space provided*):

II. Please answer the following:

1. Geographical area served by this proposal:

Population Served:

Socio-economic Status:

Race:

Age:

Gender:

Physical Ability:

Language:

Ethnicity:

Other, Describe:

2. No. of paid, full-time staff:

No. of paid, part-time staff:

No. of Volunteers:

3. If approved, how many individuals will benefit from this grant request?

4. What is the cost per individual served?

5. How many volunteers will be used for this grant request?

6. What percentage of funds requested will be used for general and administration purposes?

7. What percentage of your current budget is for salaries?

Consulting fees?

7. List three organizations from whom you have sought the most funds for this grant request:

Name:	Amount Requested:	Amount Received:
Name:	Amount Requested:	Amount Received:
Name:	Amount Requested:	Amount Received:

8. List the five organizations from whom you have received the most funds in the past year:

Name:	Amount:

III. Please submit the following in order

- a. Grant Application
- b. Any project-related documentation/materials you would like to supplement your application
- c. List of your Board of Directors
- d. List of your Key Staff
- e. Copy of your most recent Annual Financial Statements
- f. Copy of your most recent IRS Tax Determination Letter
- g. Completed and signed copy of your most recent IRS Form 990

IV. While there is no deadline for filing, please understand that rarely will you have a decision from us within 90 days. Incomplete or inaccurate applications, as well as those not within our guidelines, will receive a prompt negative reply. All other applications will receive careful review by the appropriate committee and then by our board.

V. I state that I have read, understand and am complying with your guidelines.

VI. I state that all the above information is true and accurate and that if this grant is approved, I will comply with all Foundation requirements, including those referenced in the guidelines and those included in the Grant Acceptance Agreement.

Signature

Title:

Date:

**** DO NOT FILL OUT ****

SAMPLE ACCEPTANCE AGREEMENT

To Be Executed Upon Receiving Grant Approval

Thank you for approving our recent Grant Application Dated: SAMPLE
For: (Purpose) SAMPLE

In consideration of the approval, we agree to the following

- A. To submit a full and complete report on the manner in which the grant funds are spent, in accordance with our application and for no other purpose and the progress made in accomplishing the purposes of the grant.

Two copies of this report will be submitted within 30 days after the funds are spent. One copy will go to the Committee Chairperson below and one copy to the Foundation Office. Future applications will not be processed until both required reports for previous grants are received and found acceptable.

- B. To maintain records of receipts and expenditures regarding this grant and to make these records available to the Grantor at reasonable times.
- C. To repay any portion of the grant not used for the purpose applied for.
- D. Not to use any of the funds for non-charitable purposes, for lobbying, for propaganda, to influence legislation or public elections or to make grants or loans to individuals.
- E. To notify you promptly should our 501c (3) status be challenged or other problems develop with the Internal Revenue Service.

Agreed to This: SAMPLE Day of SAMPLE 20

 SAMPLE
Organization

 SAMPLE
Signature

Please sign and mail one copy of this agreement to the Foundation Office.

Note: The final report required above (A) should be sent to:

1. Your Committee Chair
*Address will be provided

&

2. The Brown Foundation
320 Metairie Hammond Hwy.
Suite 500
Metairie, LA 70005