



2009 OFFICIAL GRANT GUIDELINES

The Pasadena Tournament of Roses Foundation is a non-profit public benefit corporation established in 1983 to receive funds from the Pasadena Tournament of Roses Association, its sponsors and the general public. Qualified 501(c)(3) non-profit organizations/agencies in and around Pasadena, may apply for grants following the guidelines herein.

CATEGORIES AND AREAS SERVED:

The Foundation has established several broad categories of areas in which grant applications may be considered. These categories include:

- Performing and Visual Arts.
- Sports and Recreation.
- Volunteer motivation and leadership development.

In 2008, the grant awards ranged from \$1,200 to \$10,000. The average grant award was \$4,200. One-third of grants awarded went to first-time recipients.

Grants will be considered for organizations based in **and** serving one or more of the following communities:

- | | | |
|--------------|----------------|--------------------|
| 1. Alhambra | 5. Monrovia | 9. Sierra Madre |
| 2. Altadena | 6. Pasadena | 10. South Pasadena |
| 3. Arcadia | 7. San Gabriel | |
| 4. La Canada | 8. San Marino | |

Grants will NOT be considered for the following purposes:

1. Endowments
2. Annual or capital campaigns, dinners, event tickets and other fundraising activities
3. To pay existing or anticipated debt
4. General and Administrative operating expenses (such as rent, salaries, utilities, etc.)
5. Private foundations
6. Professional, fraternal, political, veterans, or military programs or activities
7. Programs promoting a particular religious faith or belief

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In Order To Qualify:

Limitations

- An organization may submit only one (1) proposal per year.
- Organizations may be funded for three (3) consecutive years after which they become ineligible for funding for a period of one (1) year.
- The limitation for operating budgets is \$2 million for all applicant agencies/organizations. This refers to the organization, not the proposed project/program.

1. Applicant must be exempt from income taxes under section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation.
2. The applying organization must not discriminate in hiring of staff, selecting volunteers or providing services on the basis of race, sex, age, national origin or disabilities.

Application:

Proposals from qualified organizations must be submitted to the Tournament of Roses Foundation at 391 S. Orange Grove Boulevard, Pasadena, CA 91184. All proposals must be *received in* the Foundation offices **before 5:30 p.m. on Thursday, January 29, 2009** to be considered eligible for review. Applications can be obtained via the web at www.tournamentofroses.com/aboutus/foundation.asp or by contacting the Foundation Coordinator at 626-449-4100. The Board of Directors will meet in the spring to consider all applications received. All organizations will be notified via letter of their funding status in April 2009. Applicants are NOT to contact members of the Foundation Board of Directors nor are they to submit a proposal for more than one project/program. Proposals must be completely prepared and in the stated order on the checklist at the time of submission. **Incomplete or Late 2009 Official Grant Applications will not be considered.**

Special Stipulations:

A. Fiscal Agent or Parent Organization

There are additional proposal requirements if your organization is operating under a fiscal agent or parent organization. If this is the case for the applicant organization, the following materials would also need to be submitted:

1. A list of the members of the organization's governing body (including a brief biographical sketch of each board member's diversity describing the member's non-profit and civic affiliations) of the applicant and parent organization.

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2. The IRS form 990, if required, for the fiscal agent or the parent organization.
3. Financial statements for the most recently (completed) fiscal year for both the applicant and parent organization (from which the fiscal agent is being rendered).

B. Collaborating With Another Organization(s), Venue(s) or Entity(ies)

If the project or program being submitted for funding consideration is in collaboration with another organization, venue or entity and/or will take place at a location other than the organization's address (as listed on the Official Grant Application), a letter from each other collaborator is required along with the submitted proposal. The letter(s) should be on the collaborator's letterhead, signed, dated and detail the nature of the collaboration and the identified need for the proposed project or program.

C. School Districts

The Foundation will accept one (1) proposal per school district per grant cycle. This proposal should be submitted to the Foundation Board directly from the district (e.g. the education foundation or district office) with the district's written approval of the project/program.

Applicants are to submit ONE (1) original and THIRTEEN (13) copies of their proposal for a total of FOURTEEN (14) complete copies. Each proposal section should be labeled accordingly. Please do not submit any tapes, DVDs or other supplemental material not specifically requested in these guidelines as they will not be viewed by the Foundation Board.

Each proposal shall be submitted in the following order:

1. 2009 Official Grant Application Form, including the grant proposal checklist
2. Signed & dated cover letter, signed by the Board Chair or other Board officer authorized to sign for the organization. This letter should be on letterhead, addressed to the Tournament of Roses Foundation Board and only 1-2 pages in length. The letter should include an overview of the organization/agency's work, a description of the proposed project/program, including when (timeline) and where the program will take place, who will participate, and how the requested funds will be used.
3. Signed & dated letter(s) of collaboration from each collaborator (*i.e. organization(s), venue(s), or entity(ies)*) on the collaborator's letterhead, if applicable.
4. An Internal Revenue Service letter confirming the organization's tax-exempt status.
5. A list of the members of the organization's governing body. Include a brief biographical sketch of each board member's diversity describing the member's non-profit and civic affiliations.
6. A complete financial statement for the most recently completed fiscal year

7. A copy of the organization's most recent IRS form 990 if required by IRS. ***NOTE: If no IRS 990 form is required, please submit a signed and dated letter of explanation on your organization's letterhead.***
8. The agency/organization's budget for the current fiscal year that includes the program proposed in this grant application. ***NOTE: Organizations are required to use the "Agency/Organization Budget Worksheet."***
9. A one (1) page detailed line-item income and expense budget for the project/program, including all sources of support (cash and in-kind) secured and/or anticipated. This budget should breakdown exactly how the requested funds will be utilized. If the submitted proposal is for an equipment purchase, an estimate of cost is required from the supplier/manufacturer of choice with a product description, including price, *along with* your project budget. ***NOTE: Organizations are required to use the "Project/Program Budget Worksheet."***
10. A current annual report or statement of program activities for the preceding fiscal year. This should include, at minimum, additional information on the organization's mission or purpose and projects/programs from the preceding fiscal (including attendance, progress and outcomes). You may also include recent brief articles, event pictures and testimonials/success stories.