



Frequently Asked Questions on Proposal Submission for the 2010 Grant Cycle

Proposals are considered complete at the time of submission. No materials can be added or removed after proposal submission. Applicants are ***strongly encouraged*** to double and triple-check all 14 proposals before submission to the Foundation offices (391 S. Orange Grove Boulevard, Pasadena, CA 91184) for a date and time stamp **before the deadline of 5:30 p.m. on the last Thursday in January, 2010 (January 28, 2010)**.

1. Who can organizations contact with questions about the Official Grant Application packet, required documents, the grants process, etc.

Applicants with questions should contact the Administrative Coordinator at 626-449-4100 or via e-mail at foundation@tournamentofroses.org. Questions should be asked in advance of proposal submission.

Note: Unfortunately, due to proposal check-in, the Foundation cannot respond to proposal submission questions, via phone or e-mail, on the deadline date (**Thursday, January 28, 2010**).

2. Should organizations be classified as a 501(c)(3) to apply for a grant?

Yes. All organizations interested in applying for a grant should be classified as a 501(c)(3) non-profit agency/organization.

All other classifications of organizations would have to partner with a 501(c)(3) organization in order to submit a proposal to the Tournament of Roses Foundation Board. In such cases, the classified 501(c)(3) organization should fill out the application and submit all the requested materials.

3. Does the Official Grant Application include the checklist?

Yes. The checklist is part of the Official Grant Application. It must be completed and submitted with all (14) grant proposals. A missing or incomplete checklist could make the proposal ineligible for review.

4. Can changes be made to the Official Grant Application Form or additional pages included?

No. The Official Grant Application is only three (3) pages, including the checklist. The layout, formats, information page display and page length must remain intact; no changes can be made. Changes to the Official Grant Application Form could make your proposal ineligible for review.

5. Who should be listed as the contact person on the Official Grant Application?

The contact person can be the agency/organization's CEO or Executive Director, Development/Fundraising personnel, a member of the Board of Directors or the like.

Note: The contact person listed should have direct knowledge of the proposal submitted, in case any questions arise regarding the proposal. Further, the contact information (address, phone, etc.) should be for the agency/organization only. Please do not use home addresses or home phone numbers.

6. Does the mission of the applicant agency/organization have to be within the categories of funding listed on the Official Grant Application Guidelines?

No. However, the proposed project/program must be within one or more of the funding categories noted.

7. How do applicant agencies/organizations report a Change of Address or Change in Organization Name?

If an applicant agency/organization has filed a change of address, include a copy of the filing in all (14) proposals.

If an applicant agency/organization has filed a change of organization name change with the IRS, include a copy of the filing in all (14) proposals.

8. What information should be included in the signed cover letter?

The letter should include an overview of the organization/agency's work, a description of the proposed project/program, including the overall purpose & goals, when (timeline) and where the program will take place, who will participate/numbers served, name(s) of program/project participants (where applicable), how successful outcomes are measured and how the requested funds will be used (i.e. team uniforms, artist fees, facilitator, honorariums, etc.).

Note: *This letter should be no more than 3 pages in length and signed by the agency/organization's Board Chair or other Board officer authorized to sign for the organization.*

9. What are letters of collaboration?

If your project/program will take place at a location other than the organization's address (*as listed on the Official Grant Application*), a letter of collaboration is required. This letter should be signed, dated and on the collaborating organization's letterhead. A letter of collaboration is required from each separate location. If there are two (2) locations, there should be two letters; three (3) locations require three letters and so on.

If your project/program is to be executed with one (1) or more agency(ies)/organization(s), a letter of collaboration is required. This letter should be signed, dated and on the collaborating organization's letterhead. A letter of collaboration is required from each separate agency/organization. If there are two (2) organizations, there should be two letters; three (3) organizations require three letters and so on.

If your project/program is to utilize the services (artists, musicians, mentors, teachers, etc.) and/or works (i.e. compositions, writings and the like) of a particular person(s), a letter of collaboration and a CV or resume is required from all participating program personnel. The letter(s) should be signed, dated and on the person's letterhead.

A letter of collaboration is required from each separate person(s). If there are two (2) people, there should be two letters; three (3) people require three letters and so on.

10. What information is required for the purchase of equipment, materials or goods?

If your proposal is for a purchase, of any kind (uniforms/costumes, appliances, electronics, software, signs, props, sports equipment, etc.), a detailed estimate/invoice of cost, including product description, must be included with your project budget. The estimate/invoice must come directly from the supplier/manufacturer of choice. Print-outs from the supplier's website are acceptable. Proposals will be ineligible if the estimate(s) is not included.

11. What is the limitation for operating budgets?

The limitation for operating budgets is \$2 million for all applicant agencies/organizations. This refers to the organization; not the proposed project/program. Organizations with operating budgets over \$2 million will not be considered.

12. How should any budget surplus or deficit be addressed?

If there is a surplus or deficit on your budget, please explain.

13. Is the enclosed Project/Program Budget worksheet required as part of the proposal submission?

Yes. The Project/Program Budget worksheet is required as part of proposal submissions. Each organization is required to use only this worksheet for the presentation of their Project/Program Budget in all 14 proposals. **Note:** *The "shaded" area of the Project/Program Budget worksheet is not to be filled in with any amounts.*

Under Expenses – TofR Foundation Request column: Be sure to properly list your funding request according to the expense categories indicated. Failure to total each line item will result in ineligibility.

14. Are grant requests typically funded at the full amount?

Not typically; though this can occur. The Board of Directors may choose to offer partial funding at its discretion. The Foundation encourages applicants to seek funding from other sources for their project

15. What information should be included in the current Annual Report or Statement of Program Activities?

This is the section where agencies/organizations can expound more upon who you are as an organization (e.g. accomplishments, awards, history & changes, etc.).

If you do not have an annual report, your statement should consist of the following information, at minimum: further details on your organization's mission or purpose and projects & programs of the past year (including attendance, outcomes, etc.). Brief articles, pictures, client/participant letters or testimonials/success stories may also be included.

16. How should proposals be presented to the Foundation Board?

Applicants are to submit fourteen (14) proposals: one (1) clearly marked original and thirteen (13) copies *in the stated order* with all the attachments noted on the Official Grant Guidelines (refer to pages 3-4) & Checklist (refer to page 3 of the Application Form).

Label each proposal section accordingly. **Do not submit proposals in binders, report covers or folders.** Staple or paper clip any section with multiple pages. Present each (14) complete proposal copy bound together with a staple, paper clip or binder clip. Label dividers tabs or divider pages are permitted.

17. Can proposals be sent via postal mail or other delivery service?

Yes. However, all proposals must be *received in* the Tournament of Roses Foundation offices (391 S. Orange Grove Boulevard, Pasadena, CA 91184) for a date and time stamp **before 5:30 p.m. on the last Thursday in January (January 28, 2010).**

Proposals are considered accepted by the Foundation only after they receive a date and time stamp upon delivery. Receipt with date and time stamp will be given to all applicant organizations. For proposals delivered by postal mail or other delivery service, receipt will be sent to the organization via postal mail or e-mail with the acknowledged date and time stamp recorded.

Note: The Foundation Board does not go by the postmark when determining whether or not a proposal was received by the deadline. Proposals that do not receive a date and time stamp before the stated deadline (**before 5:30 p.m. on January 28, 2010**) will be considered late. Late proposals will not be considered.