

# Grantseeker Resource Packet

Updated 2020



THE ASSISI FOUNDATION  
OF MEMPHIS, INC.



# Welcome!

Whether you are a first-time applicant or have received funds in the past, we recommend that *all* applicants review this packet as it contains current best practices as well as frequently asked questions. We also encourage first-time applicants to register for our Before You Ask program.

Once you've reviewed, call us at (901) 684-1564 if you have questions or need advice on how to proceed or prepare your grant request. We'll do our best to provide direction and guidance. Our staff is always available to assist potential grant applicants.

# QUARTERLY DEADLINES

## Application Deadline Schedule

**1st Quarter:** Mid-November of preceding year

*Arts and Culture requests are accepted in the first quarter only.*

**2nd Quarter:** Mid-February

*Education/education-related requests are accepted in the first and second quarter only.*

**3rd Quarter:** Mid-May

**4th Quarter:** Mid-August

Specific dates are accessible from The Foundation's website.

## Funding Decisions Schedule

**1st Quarter:** 4th Thursday of January

**2nd Quarter:** 4th Thursday of April

**3rd Quarter:** 4th Thursday of July

**4th Quarter:** 4th Thursday of October

# APPLICATION REVIEW & ELIGIBILITY

## Review Process

- Application submissions are reviewed for eligibility.
- Eligible requests are processed and an interview is scheduled.
- Board decisions are made.
- Notifications are made within a week of board decisions.

## Eligibility Requirements

1. **IRS status:** The organization must have tax-exempt status under Section 501(c)(3) of the IRS Code.
2. **Geographical Location:** We consider funding for organizations and programs specifically located in Shelby, Fayette, and Tipton Counties in Tennessee; Crittenden County, Arkansas; and Desoto County, Mississippi.
3. **Faith-Based Organizations:** If your organization precludes or prohibits individuals of a different faith (Christian and non-Christian) from participating, or receiving services from your organization, and/or from serving on the staff or governing board of your organization, The Foundation asks that you seek funding from other sources.

# GRANT APPLICATION

## Applying for a general or capital grant? Know the difference.

**General Grant** requests seek funding for projects/programs, operations, and capacity building or other activities consistent with our guidelines.

**Capital Grant** requests seek funding to purchase, renovate or construct facilities.

If the request is for both Capital and General funds, then it would be helpful to complete the General application form, and add specific information from the Capital grant checklist as applicable. Please feel free to call The Foundation with specific questions.

## General Grant

### Preference is given to GENERAL GRANT REQUESTS that:

- Address a critical community need or opportunity.
- Address root causes of a problem.
- Include clearly stated goals, timelines, objectives and measurable outcomes.
- Include an effective mechanism for measuring the impact.
- Exhibit sound and realistic financial plans as well as diverse funding sources.
- Will not duplicate existing services unless there is a clear need for additional services.
- Can be replicated by other organizations.
- Involve collaboration or cooperation with other organizations.
- Promote activities that build and sustain connections among diverse groups.

### The requesting organization should:

- Demonstrate the expertise and experience necessary to accomplish the project.
- Operate under sound financial principles.
- Have a plan for ongoing financial and community support for sustainability.

# GRANT APPLICATION CONT.

## Capital Grant

### Preference is given to CAPITAL GRANT REQUESTS that:

- Demonstrate that the project is necessary to fulfill the organization's mission and conduct its programs, and is part of a long-range plan for the organization.
- Serve a broad segment of the Greater Memphis area.
- Enhance or improve the organization's ability to meet the needs of those it serves.
- Provide a detailed, itemized capital project budget.
- Demonstrate diverse funding sources, including agency and board contributions, public appeals, grants and loans.
- Provide a project timeline/schedule that includes the campaign's start date, expected duration, plans for additional funding if needed, and date that construction/renovation will begin.
- Explain the impact that the project will have on the agency's ongoing operating budget.

### The requesting organization should:

- Include a method to evaluate the campaign's success. For example, will it be based on reaching the goal, finishing the project on schedule, or increasing services provided as a result of the campaign?
- Have raised in cash or pledges at least 50% of the capital campaign total.
- Have leveraged other support.
- Some or all of a Capital project grant may be made on a matching/challenge basis. The terms of the match will be determined on a case-by-case basis, in partnership with the grantee.

Typically, payments of Capital project grants are made when the organization begins the construction/renovation. Specific terms and payment schedules will be based on the project scope, award amount, project duration and completion of required reporting at appropriate intervals.

# FUNDING REQUESTS

## Endowment Funding

**If you are applying for funds for an ENDOWMENT that is not part of a capital campaign request, include the following (at a minimum) in the narrative portion of the general grant application.**

- State the amount of your current cash reserve (a minimum of 3–6 months is preferred; ideally 12 months.)
- Explain how spending percentages (programs/services vs. personnel vs. facilities) are adjusted when there is a funding shortfall, if applicable.
- Describe the process used if sufficient working capital is not maintained (eliminate programs or services; use line of credit.)
- Total amount of endowment to be raised.
- Amount raised to date.
- Number and amounts of pending requests.
- Name of Registered Investment Advisor (RIA) for the endowment or process taken by the board to secure appropriate advice to manage the endowment.

**Please attach a copy of your organization's current board-approved:**

- Business plan
- Investment guidelines
- Spending policy

# FUNDING REQUESTS CONT.

## **Schools, Academic Institutions, or for Education-Related Programs Funding**

- Applications are considered for the second quarter only.
- Requests from academic institutions with more than one site or with multiple departments (e.g., colleges and universities) must come through the office of the President or equivalent office.
- Requests from public or other school systems must come from the Superintendent's office. Please select one application to submit as the priority for the application cycle.

## **Large Organizations with Multiple Branches Funding**

- Requests from large organizations with more than one site must come through the office of the Chief Executive Officer or equivalent administrative role.

## **Services to Children or Youth Funding**

- Organizations providing services to youth are required to have a current, written, board-approved Child Protection Policy to which all employees and volunteers are held accountable.

## **Services to Elderly or Vulnerable Adults Funding**

- As defined by the Tennessee Code 39-15-501 are encouraged to have a current, written, board-approved Adult Protection Policy to which all employees and volunteers are held accountable.



# FUNDING REQUEST CONT.

## Technology Funding

**Should minimally include as appropriate for your setting:**

- Technology assessment including infrastructure
- Specific goals and objectives
- Implementation strategies
- Funding plan
- Warranties
- Replacement policy for loss, damage, etc.
- Replacement plan when technology becomes obsolete
- Staff development/training
- Risk management procedures
- Evaluation plan



Sample technology checklists also are available online for a variety of technology platforms.



# Tips for Success

1. Write clearly and concisely. After completing your first draft, read your document to determine if any information can be shortened without altering the meaning or deleting important information. Have others review it as well.
2. Allow ample time (much more than you think you need) to write, edit and complete the application. Avoid missing a funding opportunity because you were rushed when compiling final information.
3. All attached documents must be uploaded as .pdf files. We cannot process your application if you do not follow these directions.
4. Prepare all portions of the application completely before submitting. Save often!
5. Again, we encourage first-time applicants to register for our Before You Ask program.
6. Please call us at (901) 684-1564 if you have questions or need advice on how to proceed or prepare your grant request.

# FAQS

## What attachments does The Foundation require in addition to the narrative portion of the application?

- Signed certification & acceptance document
- Last two years complete form 990
- Last two years complete audited financials
- A current fiscal year budget (if you are already into your fiscal year, show actual year-to-date income and expenses next to the budget projections.) A budget for the next fiscal year might be helpful if you are within three or four months of a new year.
- Board list
- Key individuals list
- Project budget
- Organization budget

## Does The Foundation require a special budget format?

No, please use your agency's format. Be aware that different projects require different budget detail. Your budget format should match the nature of your request.

## What is a budget narrative?

A budget narrative describes how the nonprofit will spend its investment, item by item. It serves two purposes: to justify the need for the cost and how the costs were estimated. Helpful tips for developing your budget narrative:

- Use tables for clarification purposes, if necessary.
- Describe how you will get other needed funds for organizational costs and/or to fully implement the project/program. Also include amounts requested from other funders.
- If the project/program is expected to continue beyond the grant period, describe plans for ensuring continued funding after the grant period.
- List the top five funders of the project/program (if applying for a program grant) or organization (if applying for generation operating support) in the previous fiscal year, the current year, and those pending for the next fiscal year.

# FAQS CONT.

## What should be in the budget?

Budgets are commonly divided into two parts: expenses and income. Examples of budgets can be found on the Internet or other web resources, including [Momentum Nonprofit Partners](#).

Your numbers should be specific and plan for contingencies. For example, if a cost-of-living increase occurs before the grant goes into effect, list salaries based on increased salaries. *(Although The Foundation typically does not fund salaries, we like to know this information so we can get a clear idea of actual program, project or activity costs.)*

## What should I include in the expenses portion?

Include personnel expenses for all people who work on the project, including employees or independent contractors. For employees, list the title, annual pay rate and if the person will be working less than full time or fewer than 12 months on the project, and the portion of time to be dedicated to the project. Also add payroll taxes and fringe benefits like health insurance. For independent contractors or consultants, list either their flat fee for the project or their hourly rate.

Also include direct expenses, or non-personnel expenses, that you would not incur if you did not do the project. This includes travel, printing, space or equipment rental, supplies, insurance or meeting expenses, like food and drink.

Finally, incorporate administrative or overhead expenses, or non-personnel expenses you will incur whether or not you do the project. Calculate these correctly and accurately. For example, if you pay \$500 a month for office space for four employees, you will continue to rent the office even if the project doesn't happen. If it does happen, the project/program director will occupy one-quarter of the office space, so you can charge for one-quarter of the rent, utilities and administrative costs, like phone, copying, postage and office supplies.

# FAQS CONT.

## What should be included in income?

Earned income, or what people give you in exchange for the service or product.

Contributed income, including cash and in-kind contributions. Show cash contributions first and indicate whether each item is received, committed or pending. In-kind contributions are goods or services instead of cash. They include donated space, materials or time.

*Note: If you list in-kind contributions as budget income, you must show corresponding expenses. If someone gives you something at a major discount, show the entire expense and then list the portion donated under in-kind contributions. Also, if you are applying for a matching grant, in-kind income may be used as part of the match. This is reviewed on an individual-case basis.*

Other income—if you plan to seek funds from other funders and know you won't receive money from all of them, an "other funders" line is an easy way to indicate how much total money you need to receive from all other sources to balance the budget.

## What supplementary materials should I include with my grant application?

Show a financial statement from your last complete fiscal year, including a statement of income and expenses and a balance sheet listing assets and liabilities at the end of the year.

*Note: An audited statement is preferred, but if your agency/organization is too small to be audited, please state this in your budget narrative.*

Also include a current fiscal year budget. If you are already into your fiscal year, show actual year-to-date income and expenses next to the budget projections. A budget for the next fiscal year might be helpful if you are within three or four months of a new year.

## Must I have a board of directors in place to apply for a grant?

# FAQS CONT.

It's helpful but not required. Consider attending Before You Ask for guidance on applying for funds.

## **Do I need to have been in operation for a certain period of time to qualify for funding?**

Helpful but not required. If you are a startup, consider attending Before You Ask for guidance on applying for funds.

## **Am I still eligible for funding even if my organization doesn't fall within your five areas of focus?**

Possibly. Please contact a program officer to discuss your organization and goals.

## **Do I have to have a Form 990 to be eligible to apply?**

Yes. If you do not have one, consider attending Before You Ask to learn how to apply.

## **Do I have to be a 501(c)(3) to qualify for funding?**

Your organization must have tax-exempt status. [Click here](#) for more information from the IRS.

## **Must my organization provide services only in Shelby County?**

No. The Foundation predominantly serves Shelby County, but we also provide limited support to Fayette and Tipton Counties in Tennessee; Crittenden County, Arkansas; and DeSoto County, Mississippi.

## **If I'm turned down for a grant from the Foundation can I reapply?**

# FAQS CONT.

## **If I'm turned down for a grant from The Foundation can I reapply? If so, when?**

Yes, please contact a program officer for more information on your status and how to reapply.

## **What is Before You Ask?**

It is a free, 12 week program offered by The Foundation. There is more information located on our website.

## **Is attending Before You Ask required to apply?**

Before You Ask is not required. However, new or smaller agencies may find this class helpful before beginning to request funding from foundations.

# REPORTING & FULFILLING CHALLENGE/PLEDGE CONDITION REQUIREMENTS

	Grantee Report	Request	Record Type	Status	Due Date ↑	Submission Date
1	<a href="#">GR-00000769</a>	<a href="#">test capital - approved</a>	Condition	Scheduled	5/1/2021	
2	<a href="#">GR-00000768</a>	<a href="#">test capital - approved</a>	Condition	Scheduled	9/1/2021	
3	<a href="#">GR-00000767</a>	<a href="#">test capital - approved</a>	Interim Grantee Report	Scheduled	12/1/2021	
4	<a href="#">GR-00000770</a>	<a href="#">test capital - approved</a>	Final Grantee Report	Scheduled	10/1/2022	

1. Reports & Condition Requirements tab is located across the top navigation. Click here to access all forms to fulfill Challenge Conditions, Pledge Conditions, or Interim/Final Reporting requirements.
2. Your Reports & Condition Requirements tab features an Open and a Closed section. Click on Closed to access all submitted items.
3. Grantee Reports column. Please click on the link in this column to access your forms to fulfill Challenge Conditions, Pledge Conditions, or Interim/Final Report requirements.
4. Requests column. The links within this column take you to your original request, which is not editable. This is for information only.





# Resources

- Guide Star – [guidestar.org](https://www.guidestar.org)
- Momentum Nonprofit Partners – [momentumnonprofitpartners.org](https://www.momentumnonprofitpartners.org)
- Candid – [fdncenter.org](https://www.fdncenter.org)
- National Council of Nonprofits – [councilofnonprofits.org](https://www.councilofnonprofits.org)
- Compassion Point – [compasspoint.org](https://www.compasspoint.org)
- Charity Channel – [charitychannel.com](https://www.charitychannel.com)
- The Chronicle of Philanthropy – [philanthropy.com](https://www.philanthropy.com)
- The Memphis Child Advocacy Center – [memphiscac.org/prevention/child-safe-policy](https://www.memphiscac.org/prevention/child-safe-policy)  
The MCAC offers a FREE two-hour Child Protection Policy Workshop to help leaders from youth-serving organizations review and strengthen child protection policies.