

GRACE AND FRANKLIN BERNSEN FOUNDATION

GRANT REQUEST GUIDELINES (Revised September 2018)

The Grace and Franklin Bernsen Foundation (GFBF) provides grants in support of charitable, educational, health and human care, literacy and religious purposes. Support is limited to organizations serving the metropolitan Tulsa, Oklahoma community.

FUNDING RESTRICTIONS

To be considered, grant requests must be:

- Responsive to all foundation guidelines and*
- Submitted by an applicant tax-exempt under section 501(c)(3) of the Internal Revenue Service Code.
- Applicants must operate in accordance with the foundation's anti-discrimination policy: In short, we require applicants and grantees to refrain from discrimination on the basis of age, sex, race, religion, creed, color, handicap, sexual orientation or national origin.

The Foundation discourages grant requests from individuals, for general operating support, reduction of existing debt, or for programs previously supported by a GFBF grant. Multi-year commitments for significant projects are possible at the discretion of foundation trustees. *Requests to sponsor events are rarely approved. Guidelines for sponsorship requests appear towards the end of this document.*

ELIGIBILITY

To be eligible for consideration, an applicant organization must provide a copy of the IRS, 501(c)(3) tax-exempt determination letter stating that the agency is treated as other than a private foundation within the meaning of Section 509(a) of the IRS Code.

Grant requests must demonstrate a defined benefit, describe the population to be served, indicate where proposed services will be provided, how, at what cost and how the proposed program will be evaluated. (e.g., who is going to do what to whom, where, when, at what cost and how well.) Capital, building and program funding are eligible for support. On-going operational requests are occasionally, but rarely considered.

Grant requests from elementary or secondary educational institutions will be considered only if they provide services for disabled / learning disabled students or, if a well-documented and promising case can be made for offering an innovative program that benefit all children in a given school or school district.

- Applicants are limited to one request in any 12-month period. For example, if an agency submitted a proposal in August of one year, a new or additional request must wait until August of the following year, irrespective of whether the original request was approved or declined.

- ❑ Recipient agencies who have been awarded a grant with a multi-year payout, may not submit another request until the multi-year grant has been fully satisfied.

GRANT APPLICATION PROCESS

If the prospective applicant has questions about eligibility or the appropriateness of a request, a conversation with foundation staff is encouraged and welcome.

Writing a clear, concise and compelling proposal (and an abstract of that proposal) is as much an art form as it is an exercise in good writing. There are thousands of “how-to-do-its” available to novice and experienced grant writers. Under the “resources” tab in this section, we have included some guidance we admire and have used literally for decades. The original document is entitled *Planning Programs and Proposal Writing* (1979) by Norton J. Kiritz, the founder of the Grantsmanship Center.¹ You will also find a sample budget in the resources section. It offers the kind of specificity we would like to see in program budgets and a format that agencies can use, up-date and share with other potential donors as their campaign progresses. The budget too, is based on the *Planning Programs and Proposal Writing* format.

- ❑ The applicant may submit a one-page abstract of its proposed request at any time via email to apps@bernsen.org. Foundation staff will acknowledge receipt of the abstract, raise questions if appropriate and/or invite the narrative proposal described above and below this section. The abstract should be submitted in Microsoft WORD (or compatible) format, have reasonable margins and appear in a font no smaller than 11 point.
 - The abstract should briefly address “**who** (describe the applicant agency) will do **what** (describe the project seeking funds) **to whom** (describe the client population to be served), **where** (describe the proposed project location), **when** (describe the proposed time frame for project services), **at what cost** (describe the proposed project budget and the agencies overall operating budget) and **how well** (describe how you intend to evaluate the project and what constitutes a successful effort).” It should also specify the amount the applicant will be seeking from the foundation.
 - Once the abstract has been received and reviewed, the applicant will be advised as to the appropriateness of the pending request and, if appropriate, invited to submit a proposal.
- ❑ If a proposal is requested, the applicant should submit a narrative summary, in letter format, and no more than three pages in length. Applications should use type no smaller than 11 point and use reasonable margins.
- ❑ This narrative letter should be addressed to “the Grace and Franklin Bernsen Foundation” and signed by the applicant agency’s Chief Executive Officer. The narrative should contain the following:²

¹ A newer version (2015) of *Planning Programs and Proposal Writing* is available. It is written by Norton Kiritz, Barbara Floersch and edited by Cathleen Kiritz.

² The reader will note the similarity of the following requirements to the *Planning Program and Proposal Writing* out line provided under the resources tab.

- The legal name of the organization, its current address, telephone number and if available, web site address
 - The name, title, telephone number and e-mail address of the person designated as the primary proposal contact
 - A brief description of the organization and the proposed project in need of funding, including a description of the clients intended to be served and project goal(s)
 - The grant amount requested from GFBB
 - The case for financial need (budget), including other sources of funding on hand or being sought elsewhere and
 - A description of how the applicant plans to support the project after the GFBB grant period
 - *The name of the applicant agency should appear on each page of the proposal and attachments, perhaps in a header or footer. Page numbers (e.g., 1 of 3) are also requested*
- The narrative and attachments will be invited following a review of the agency's abstract previously submitted via email.

After an initial review, the foundation may request additional documentation, arrange a meeting with the applicant and/or request a site visit. Understanding the agency, its total financial position, its clients, programs and achievements are important to the foundation and its review process.

REQUIRED ATTACHMENTS

The following information / documents must be attached to the narrative application. Please be sure the applicant's name appears on all pages of the application packet and please, do not submit requests in covers, folders or binders. A simple binder clip is preferred.

- A copy of the agency's IRS, 501(c)(3) tax-exempt determination letter
- A line item project budget. If the request is for furnishings, equipment or construction, the agency should provide sufficient detail and quotes to support its request. (See the sample budget included under the resources tab.)
- A list of current officers and board of trustees/ directors. Please *do not* send biographical profiles.
- A copy of the agency's most recent audited financial statement (If the applicant does not have a certified independent audit, contact foundation staff to discuss this situation prior to submission of a request.)
- Current year-to-date agency financial statements and budget.
- Relevant supporting materials will be accepted *only* if they speak directly to the proposal. The foundation does not need copies of Oklahoma tax documents, certificate of incorporation or agency bylaws.
- Please, do not include letters of support, electronic media, bound books, annual reports or bulky leaflets.

TIMING FOR APPLICATIONS AND NOTIFICATIONS

- ❑ The Foundation's Board meets monthly. To be eligible for consideration, complete proposals must be in the foundation office by Noon of the last business day of the month prior to the meeting that might review the request. For example, a completed application (e.g., abstract, narrative and attachments) should be received no later than Noon on October 31, 2018 to have the request included in the November 2018 Trustee Meeting.
- ❑ Completed applications received after the monthly deadline will normally be reviewed the following month (December, in the example above). *A timely review depends upon an application that is responsive to all foundation guidelines.*

SUBMISSION REQUIREMENTS

The narrative letter application and supporting documentation should be mailed via USPS to:

The Grace and Franklin Bernsen Foundation
15 West 6th Street, Suite 1308
Tulsa, Oklahoma 74119-5407

- ❑ One hard copy of the application is requested.
- ❑ The applicant may email its one-page abstract of a possible request at any time. Once reviewed, a full, hard copy application *may* be invited if appropriate. The abstract should briefly address the "who will do what to whom, where, when, at what cost and how well" as previously noted. It should also specify the amount the applicant is seeking from the foundation. The abstract should be submitted in Microsoft WORD (or compatible) format, have reasonable margins and appear in a font no smaller than 11 point. Abstracts should be submitted via email to apps@bernsen.org.

Please direct questions to:

David Zemel, Director
Grace and Franklin Bernsen Foundation
15 W. 6th Street, Suite 1308
Tulsa, OK 74119-5407
Phone: (918) 584-4711
Email: david@bernsen.org

SPONSORSHIP REQUESTS

Sponsorship requests for agency events are rarely approved. To be considered, the applicant should address a brief request to Mr. Zemel, on agency letterhead, and signed by either the chief professional or chief volunteer officer of the applicant agency. The request should provide the name, date, time, location and description of the event, list any benefits sponsors might be offered (e.g., seats/tickets, recognition) and the purposes to which event proceeds will be applied. An estimate of projected event profits will strengthen the case for support. Requests should be received at last sixty (60) days in advance of the proposed event and to the extent possible, may include promotional materials that might be ready to share with potential donors. Sponsorship requests should be mailed to the foundation.

Sponsorship requests directed specifically to the GFBF will be reviewed at the next regularly scheduled trustee meeting. Participation decisions will be shared with the applicant within ten days of reviewing the request at our monthly meeting.

ANNOUNCEMENTS

The foundation intends to advise all eligible applicants of the funding decisions approved at monthly meetings. Such notifications will be mailed to applicants within ten days of each board meeting. Successful applications may also be listed on the GFBF website although typically, after applicants have been notified by mail.

GUIDELINE CHANGES AND EXCEPTIONS

Guidelines are subject to change and exceptions may be allowed, solely at the discretion of the trustees. Prospective applicants are invited to discuss these guidelines with foundation staff at any time during the request planning, development and review process.

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