

GRACE AND FRANKLIN BERNSEN FOUNDATION

GRANT REQUEST GUIDELINES (Revised September 2016)

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.

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 at-risk, 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.

- The applicant should submit a one-page abstract of the request via email to apps@bernsen.org. Foundation staff will review the abstract, raise questions and/or invite the narrative proposal described below.
 - The abstract should briefly address “who will do what to whom, where, when, at what cost and how well.” It should also specify the amount the applicant is seeking from the foundation. Please, do not email the full grant request and attachments. Only the project abstract is requested via email.
 - Once the abstract has been received and reviewed, the applicant will be advised as to the appropriateness of the pending request and invited to submit a full proposal.
- If a proposal is requested, the applicant 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 have reasonable margins.
- This narrative letter should be addressed to “the Bernsen Foundation” and signed by the applicant agency’s Chief Executive Officer. The narrative should contain the following:
 - 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
 - It would be very helpful if the name of the applicant organization appeared on each page of the proposal and attachments, perhaps in a header or footer. Page numbers would also be welcome
- The narrative and attachments will be invited following a review of the agency’s abstract 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 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 letter. Please be sure the applicant's name appears on all pages of the application packet and please, do not submit requests in plastic covers, folder or binders. A simple binder clip is sufficient and 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.
- 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, requests must be in the foundation office by the close of business on 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 September 30, 2016 to have the request included in the October 2016 Trustee Meeting.
- Completed applications received after the monthly deadline will normally be reviewed the following month (November, 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

- Only one hard copy of the application is requested.
- The applicant may email a 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 WORD (or compatible) format, have reasonable margins and appear in a font no smaller than 11 point. Abstracts should be submitted 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 are rarely approved. To be considered, the applicant should address a brief request to the foundation, 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.

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.

#####