R. Howard Dobbs, Jr.
FOUNDATION

Grant Application Instructions

The Foundation uses a grants management system that provides for online grant submissions. Anyone may submit Letters of Inquiry through the system, but only invited organizations will be granted access to the grant application form.

A response is required for all of the fields. In addition to the application form, please note the required list of attachments listed at the bottom of the application. Though the application portal will note some requested attachments are optional, that is only in the sense that you may submit a proposal if your organization does not have the requested document. For example, many smaller organizations have not reached a budget that makes the expense of an audit reasonable. Or, you may be in the process of developing a strategic plan. If this is the case, ***please attach a document noting these circumstances***, otherwise staff will contact you to submit the missing documents.

- ❖ Project Budget for which funding is requested
    - o Please provide the complete program or project budget noting how Dobbs funding will be allocated.
- ❖ Funding Status Report & list of Current Major Donors (Contributions greater than $1K)
    - o If you are requesting operating support, please provide a complete fundraising report.
    - o If you are seeking project or program support from Dobbs, please provide a fundraising report specific to the nature of your request.
- ❖ Current Strategic Plan
    - o Please submit the complete plan, if one is available. If not, please attach a document noting the circumstances, otherwise staff will contact you to submit the missing documents.
- ❖ Financials.
    - o If you are a department of a large organization such as a hospital or university, please call the Foundation to verify the level of financial information we would like to review.
    - o Most Recent Financial Audit. Again, if one is not available, please attach a document noting these circumstances, otherwise staff will contact you to submit the missing documents.