

R. Howard Dobbs, Jr.
FOUNDATION

Grant Application Instructions

The Foundation has implemented 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.

Please make sure you address all questions listed in the application form fully. Please note the organization primary contact should be the Executive Director. The request primary contact will be the person you designate to field communications from Foundation staff with regard to the specific funding request. This is the person we will call/email if we need additional information and to schedule site visits. We will also address all correspondence to his/her attention. If the primary contact is not the Executive Director, we will copy the Executive Director on correspondence notifying your organization of our board's decision.

Please answer questions fully. In addition to the application form, you will be asked to submit the information below. 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
 - 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)
 - If you are requesting operating support, please provide a complete fundraising report.
 - If you are seeking project or program support from Dobbs, please provide a fundraising report specific to the nature of your request.
- ❖ Biographies of Organization's Executive Leadership
 - If you are requesting support for a particular program, please include the bio of the staff person primarily responsible for the day to day implementation of the program.

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- Bios should include brief summary of previous positions held and degrees attained, including the conferring institutions.
- ❖ List of Current Board of Directors
 - Please include professional affiliation and title.
- ❖ Current Strategic Plan
 - Please submit the complete plan.
- ❖ Annual service statistics for the last 3 years.
 - You will note that within application itself, the Foundation requests specific indicators for each of the program areas we fund, and indicators for all organizations for the most recently completed fiscal year.
 - Your Annual Service Statistics report should include those indicators previously request for the past 3 years. To the extent that your organization tracks other measures of success, we encourage you to include them on this attachment as well.
- ❖ Income Statement for most recently closed fiscal year
 - It is acceptable to provide an unaudited Income Statement if your audit has not been completed.
- ❖ Current Year Operating Budget
 - Please provide the Operating Budget for the fiscal year in which you hope to receive and use Dobbs funding.
 - We appreciate it when you include your previous year's actual expenses as a column in your planned operating budget. If you do so, you may upload one document to satisfy the Income Statement & Operating Budget requirement.
- ❖ Most Recent Financial Audit

We have linked sample documents to our website, (www.dobbsfoundation.org/how-we-work) under the application submission section, that provide guidance on what the kind of detail we are looking for with these attachments. 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.