

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
 - 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.
- ❖ Current Strategic Plan
 - 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.
 - 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.
 - 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.

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GRANT APPLICATION

Date of Application:

Organization Name:

Federal EIN:

Mailing Address:

City

State

Zip Code

Website:

ED/CEO:

ED/CEO email:

Current Fiscal Year Budget:

of Employees

FT:

PT:

Fiscal Year End:

of Volunteers:

Project Title:

Amount Requested:

Project Type:

Capital

Project Budget:

Capacity Bldg.

Project Start Date:

Operating

Project End Date:

Program/Project

Person to Contact re. this Proposal:

Phone:

Email:

NOTE: Please note that the character limits are meant to provide ample room to respond. You should not feel any pressure, however, to fill the space. Brevity and clarity are appreciated.

1. What is your organization's mission? (500 characters)
2. Please tell us about your request. If the overview provided in your Letter of Inquiry represents your project well, you are welcome to use the same narrative. If the extra space allows for a fuller profile or new/updated information, please take advantage of it. (7,000 characters)
3. What are the objectives and anticipated outcomes of your request? (3,500 characters)
4. Tell us about your geographic service area including key demographic data relevant to the project. (1,000 characters)
5. Tell us about the population you serve. How do they have a voice in your work? (1,500 characters)
6. (OPTIONAL) If you'd like, you may include a supplemental resource that helps showcase your request. The nature of that resource is up to you. It could include a photo, video link, research report, infographic, or anything else that would enhance the written narrative. If you decide not to submit anything, it will not be perceived as a strike against your application.

7. Creating Safe Environments for Children. With great concern about the epidemic of child sexual abuse, the Dobbs Foundation supports the Georgia Center for Child Advocacy in the effort to educate all adults who have a responsibility for children about organizational policies and practices designed to keep children safe.
 - a. Does your organization's staff and/or volunteers interact with children as part of your operations or programs? Y/N. If Yes, please continue.
 - b. Does your organization currently train staff and volunteers in child sexual abuse prevention, beyond simply mandated reporting? If so, which training program is used and how often are staff trained? (3,000 characters)
8. In pursuit of more diverse, equitable, and inclusive organizations and communities, the Dobbs Foundation's board and staff are engaged in an on-going educational process to better understand our role and responsibilities in this effort, internally and externally. Our hope is that you would be willing to share your perspective when we meet and we would do the same. As a place to begin, please share an example of the way your organization in incorporating a commitment to diversity, equity, and inclusion in your work. (1,600 characters)
9. Attachments
 - a. Detailed project budget for which funding is requested
 - b. Funding status report & list of the project's major donors to date, including those pending
 - c. Current Strategic Plan, if available
 - d. Financials
 - i. P&L, last fiscal year
 - ii. Most recent audit, if available