

SAMPLE POLICIES AND FORMS

Grant Application

HOW TO APPLY FOR A GRANT ELIGIBILITY

Grants are awarded for projects consistent with one or more of the Helen Bader Foundation's program areas. Grants are given only to U.S. organizations that are tax exempt under Section 501(c)(3) of the Internal Revenue Code or to government entities. Grants will only be approved for foreign entities that meet specific charitable status requirements. The Foundation does not provide direct support for individuals, such as individual scholarships.

The Foundation often funds multiple-year projects, but rarely for a period of more than three years. All grants approved for more than one year are conditional and are subject to annual review and approval before funds for subsequent years are released.

The Foundation is an affirmative action employer and grantmaker. Eligible applicants are expected to adhere to all non-discrimination laws.

APPLYING FOR A GRANT

Organizations interested in applying for a grant should follow these steps:

PHASE ONE

Complete the attached one-page preliminary application form to formally make a request for funding. This form introduces both the applicant organization and the proposed project or program to the Foundation. Mail, fax or e-mail the one-page preliminary application form prior to the scheduled Board meetings (see deadlines for 2001-2002). The preliminary application is also available online at www.hbf.org.

The Helen Bader Foundation will also accept the Common Application Form, which is endorsed by the Donors Forum of Wisconsin.

Shortly after its receipt, the Foundation will respond in writing regarding the status of the letter of application.

PHASE TWO

The Foundation will notify applicants when there is an interest in exploring the grant request further, and a full proposal will be requested and site visits and/or meetings scheduled. Full proposals must be mailed or hand-delivered, as faxed or e-mailed copies will not be accepted. All of the above information is essential for each proposal to be considered. Supplemental videos or other materials cannot be returned to the applicant.

The appearance of the proposal will not be used as criteria; a simple, readable format is encouraged. The following materials are required:

Description of Organization

(Limit to five single-spaced, printed pages)

- Background of organization
- Mission and objectives
- Description of target group(s)
- Type(s) of program(s) offered
- Major accomplishments
- Number of staff
- Current annual operating budget (income and expenses)
- Attach strategic plan and/or marketing materials (if available)

Complete Project Description

(Limit to five single-spaced, printed pages)

- Need for the project and how the need was determined
- Expected results of the project
- Means for measuring the project's results
- Plans and timetables for implementation
- Staff responsible for implementation
- Project's actual or projected expenditures and revenues for the project period

Financial Information

- Organization's actual or projected expenditures and revenues for the past, current, and upcoming fiscal years, and your budget vs. actual year-to-date statement
- Plans for sustaining the project's funding upon the expiration of Helen Bader Foundation funding
- A list of other funding sources applied to for support of the project
- A complete copy of the most recent financial statement of the applicant organization and, if available, a copy of the report or opinion as prepared by an independent accountant

Legal Information

- A copy of the IRS determination letter concerning Section 501 (c)(3) status and private or non-private foundation status
- A copy of the most recently submitted IRS Form 990 with Schedule A
- The names of the organization's directors or trustees; please indicate the titles of the officers of the board of directors, including which board officer will sign the required legal documents

Deadlines

Preliminary applications should be submitted as early as possible. Due to the volume of requests to the Foundation, the submission of an application by the published deadlines does not guarantee that the grant request will be considered at the Board meeting immediately following that deadline. The Foundation will make every effort to meet the needs of the applicant.

The Board of Directors meets twice each year to make grant decisions. Preliminary applications and full proposals must be received by 5 p.m. on the deadline date.

Preliminary Application Form	Full Proposal	Board Meeting
January x, 2002	January x, 2002	May 2002
July x, 2002	August x, 2002	November 2002
January x, 2003	February x, 2003	May 2003

The grant policies, guidelines, programs, application requirements, and funding decisions are the responsibility of the Board of Directors. These items may be modified by the Board of Directors at any time in its sole discretion.

Geographic Restrictions

Geographic Restrictions for the following grants programs include:

- Alzheimer's Disease and Dementia: National (with priority to Wisconsin organizations)
- Economic Development: Greater Milwaukee
- Education: Greater Milwaukee
- Jewish Life and Learning: Greater Milwaukee
- Sankofa – Neighborhood Renewal: Milwaukee

Foundation Name

The Helen Bader Foundation reserves the right to maintain the exclusive use of its name. Helen Bader made donations to charitable organizations for many years in a quiet and dignified manner, and the Foundation wishes to continue with her style and does not ordinarily accept requests to name facilities or programs.

Requests that are Denied

The Foundation receives a multitude of grant requests for worthwhile projects. Unfortunately, more than 70 percent of the requests are not funded simply because the demand exceeds the Foundation's resources. A denial is not necessarily a reflection of the quality of the grant request or applicant organization.

Applicants are welcome to resubmit a grant request. However, before reapplying, it is advantageous to discuss with the reason for the initial denial with the appropriate member of the program staff.

SAMPLE POLICIES AND FORMS

Grant Application (continued)

This preliminary application form must be completed when submitting an initial grant request prior to a detailed full proposal. If requested, a full proposal is due within 30 days after submission of this preliminary proposal.

1. Name of Applicant Organization: (Please Use Full Legal Name)
Employer Identification Number (EIN):

2. Street Address/P.O. Box:
City: State: Zip:
County: Country:

3. Phone: () Fax: ()

4. Website:

5. Contact Person: Mr./Ms. First Name Last Name
Title: Phone: ()
E-mail:

6. Name of Applicant Organization's Chief Executive Officer/Executive Director:
Mr./Ms. First Name Last Name

7. Names of Applicant Organization's Officers of the Board of Directors:
Chairperson: Mr./Ms. First Name Last Name
President: Mr./Ms. First Name Last Name
Secretary: Mr./Ms. First Name Last Name
Vice President: Mr./Ms. First Name Last Name
Treasurer: Mr./Ms. First Name Last Name

8. Date applicant organization's fiscal year begins:

9. Indicate the program area or fund within the Foundation for which this application should be considered:
 Alzheimer's Disease and Dementia Education Sankofa – Youth Development
 Economic Development Jewish Life and Learning Directed Grants

9. Title of Project:

10. Dollar Amount Requested: \$
Year 1: \$ Year 2: \$ Year 3: \$

11. Date Project Started or Will Start:

12. Brief Project Summary (100 Words or Less; Use Back of Page if Necessary)

This form may be reproduced and/or e-mailed as a Word or Text attachment to info@hbf.org. Application form is also available online at www.hbf.org.