



PASADENA
TOURNAMENT OF ROSES

FOUNDATION

Pasadena Tournament of Roses® Foundation 2020 Online Grant Application Guidelines

The Pasadena Tournament of Roses Foundation is a tax exempt, non-profit public benefit corporation established in 1983 to receive and manage contributions from the Pasadena Tournament of Roses Association, its supporters, and the general public. The Foundation supports charities in Pasadena and surrounding areas by funding in the following categories: Sports and Recreation, Visual and Performing Arts, and Education Programs (Early Childhood Education, Literacy and STEM (Science, Technology, Engineering and Math) . Grant awards typically range from \$1,000 up to \$10,000, with a few \$25,000 grants distributed each year.

TIERED FUNDING STRUCTURE:

1. **Tier 1:** Two-year grant, up to \$25,000 each year (up to \$50,000 total). Grant recipient at this level will not be eligible to apply for Foundation funding for two consecutive grants cycles. One grant recipient at this tier each year.
2. **Tier 2:** Single-year grant, up to \$25,000. Grant recipients at this level will not be eligible to apply for Foundation funding the following grant cycle. Two grant recipients at this tier each year.
3. **Tier 3:** Single-year grant, up to \$10,000. Grant recipients at this level are eligible for three years of consecutive funding. After the third year of consecutive funding, recipients must sit out one grant cycle. Number of grant recipients in this tier varies based on requests, but there is not a cap on the number of awards for this tier.

FUNDING CATEGORIES AND AREAS SERVED:

The Foundation will consider grant applications in one of the following three categories:

1. Sports & Recreation

Our grantmaking in this funding category provides support to organizations that promote healthy, active lifestyles and youth development through sports and recreational activity. Typical grants in this funding category support program costs, equipment and sports facilities improvements.

2. Visual & Performing Arts

Grantmaking in this area provides support for organizations that help develop artists in all forms of art. Grantees funded under this category will provide communities with access to high quality arts programs, performances and services.

3. Education

Our Education grantmaking aims to provide students with increased opportunities to succeed. Grant funding will be provided to support Early Childhood Education, Literacy and STEM (Science, Technology, Engineering and Math) programs.

Grants will be considered for organizations based serving one or more of the following communities:

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|--------------|----------------|--------------------|
| 1. Alhambra | 5. Monrovia | 9. Sierra Madre |
| 2. Altadena | 6. Pasadena | 10. South Pasadena |
| 3. Arcadia | 7. San Gabriel | 11. Temple City |
| 4. La Canada | 8. San Marino | |

GRANTS WILL NOT BE CONSIDERED FOR THE FOLLOWING PURPOSES:

1. Endowments
2. Annual or capital campaigns, dinners, event tickets and other fundraising activities
3. To pay existing or anticipated debt
4. General and administrative operating expenses (such as rent, utilities, etc.)
5. Private foundations
6. Professional, fraternal, political, veterans, or military programs or activities
7. Programs promoting a particular religious faith or belief

IN ORDER TO QUALIFY:

1. The applying organization must be exempt from income taxes under section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation as of the submission deadline. *Organizations with a pending or revoked IRS tax-exemption status are ineligible for funding consideration.*
2. The applying organization must not discriminate in hiring of staff, selecting volunteers or providing services on the basis of any individual's race, color, national origin, ancestry, sex, religion, religious belief or observance, creed, age, gender, mental or physical disability, veteran status, military status, medical condition, perceived pregnancy, (including pregnancy, childbirth, breastfeeding, and related medical conditions), marital status, registered domestic partner, citizenship, sexual orientation, gender orientation, gender identification, gender expression, genetic characteristics or any other consideration protected under federal, state or local laws.
3. The applying organization's operating budget must be less than \$2 million. *If the applying non-profit is operating under a parent organization, the total amount of the budget for the agency (applicant) **and** parent organization combined must not exceed \$2 million. This does not apply to fiscal sponsors.* The \$2 million operating budget limitation refers to the organization, not the proposed project/program. **NOTE:** For School Districts or City College Foundations, refer to the 2018 Grant Special Stipulations document.
4. An organization must submit only one (1) application per year, and not have been funded for the last three (3) consecutive years. (An organization funded for three consecutive years becomes ineligible for funding for a period of one year.)

REQUIRED DOCUMENTATION:

1. IRS form 990, from the most recent fiscal year, (if required to file by IRS) for applicant agency/organization or fiscal sponsor/parent organization
 - a. If not required, please submit a signed and dated letter of explanation on your letterhead
2. Current annual report or statement of program activities for preceding fiscal year. Refer to Frequently Asked Question #20
3. Audit or financial statements for most recently completed fiscal year for applicant agency/organization, and fiscal sponsor/parent organization, if applicable
4. Balanced budget for the applicant agency/organization for the current fiscal year that includes the project proposed in the grant application. If your agency/organization's budget has a surplus or deficit, please attach an explanation on your agency's letterhead.
5. For the purchase of equipment, materials or goods, a cost estimate(s) from the supplier/manufacturer of choice with product description, and price
 - a. Estimate(s) must be directly from the supplier/manufacturer of choice to be considered eligible for review (supplier/manufacturer website printouts and invoices are acceptable)
6. Signed and dated letter(s) of collaboration from each collaborator (i.e. organization, venue, entity, or individual) on the collaborator's letterhead, if applicable

The Foundation will consider only complete applications. The Foundation is not responsible for uploading application documents to your account and will not accept documents via e-mail. The Foundation may choose to offer partial or targeted funding at its discretion. The Foundation encourages applicants to seek funding from other sources for their project. **All organizations will be notified of their funding status, in writing, on APRIL 27, 2020.** Applicants are not to contact members of the Foundation Board of Directors during the application process.

ONLINE GRANTS PROCESS:

The Pasadena Tournament of Roses Foundation grant application is a one-phase online process. For instructions on how to apply, please refer to our 2020 Grant Writing Workshop Presentation PowerPoint on our website or please email us at Foundation@tournamentofroses.org. Applicants are strongly encouraged to 1) ask eligibility and application questions at least 2 weeks in advance and 2) to double and triple-check the online forms before submitting the online application. After the deadline, the website will **not accept** applications. Accepted applications will then be reviewed by the Foundation Board of Directors.

SPENDING FUNDS & REPORTING:

The Foundation does not provide retroactive or reimbursement funding. Grant funds are only considered for projects (or portions of projects) that occur after the specified award date. Applicants have one full year to expend funds from the date the funds are awarded. If an applicant expends funds and provides a final report by the stated due date of the funding year, the applicant may apply for funding the following year. If an applicant has not expended funds and has not submitted a final report, the applicant is not eligible to submit a grant application for the following year. The Foundation accepts only one (1) active project per agency at a time.

SPECIAL STIPULATIONS:

For the following circumstances, an applicant must satisfy special stipulations. Refer to the Foundation website www.tournamentofroses.com/foundation/grant for further information.

1. An organization operating under a fiscal sponsor or parent organization
2. An applicant utilizing one or more collaborator or working in partnership with one or more organization, venue, entity, or individual
3. Schools and school districts or City College Foundations

FREQUENTLY ASKED QUESTIONS (FAQ):

Applicants should refer to the FAQ document on the Foundation website www.tournamentofroses.com/foundation/grant for further information on the grant application process. The Foundation's administrative staff can be reached at foundation@tournamentofroses.org.