**PASADENA
TOURNAMENT OF ROSES**

FOUNDATION

Pasadena Tournament of Roses® Foundation
2021 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, Middle and High School), Literacy and STEM (Science, Technology, Engineering and Math).

This year, our grant awards will range from $1,000 up to $10,000, with a single $35,000 and a single $15,000 grant distributed this year.

TIERED FUNDING STRUCTURE:
1. **Tier 1:** A Single-year grant, of $35,000. One grant recipient will be selected at this tier.
2. **Tier 2:** Single-year grant, up to $15,000. One grant recipient will be selected at this tier.
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 Education Programs (Early

Childhood, Middle and High School), Literacy and STEM (Science, Technology, Engineering and Math) programs.

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

1. Alhambra
2. Altadena
3. Arcadia
4. La Canada

5. Monrovia
6. Pasadena
7. San Gabriel
8. San Marino

9. Sierra Madre
10. South Pasadena
11. Temple City

NOTE: The applying organization's mailing address must be based in one of the above cities

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* <u>*ineligible*</u> *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 limitation **ONLY** applies to the applicant, **NOT** the parent organization's budget. The budget limitation does **NOT** apply to fiscal sponsors. **Agencies with operating budgets over $2 million will not be considered.**
    a. **NOTE**: The applying non-profit organization will be **REQUIRED** to submit their branch operating budget, **NOT** the parent organization operating budget.
    b. **NOTE:** For School Districts or City College Foundations, refer to the 2021 Grant Special Stipulations document.

4. An organization must submit only one (1) application per year, and not have applied or been funded for the last three (3) consecutive years. (An organization who has applied or funded for three consecutive years becomes ineligible for funding for a period of one year.)

2021 GRANT CYCLE TIMELINE:

1. Application Process goes live – February 1st, 2021
2. Applications Due – March 1st, 2021 at 5pm
3. Notification to Grant Recipients – April 29th, 2021 – May 4th, 2021
4. 2021 Grant Award Distribution – May 27th, 2021

REQUIRED DOCUMENTATION:

This two-phase process applies to all qualified and eligible 501(c)(3) organizations who submit an application for funding consideration to the Foundation.

A. ELIGIBILITY – PHASE 1
NOTE: No documentation will be required for upload.

B. GRANT REQUEST-PHASE 2
Documents REQUIRED for upload to be considered a complete application:
   a. A complete and updated Agency Profile (contact information on the applicant organization)
   b. A completed PTRF Grant Request Form (if you qualify to move to Part 2 Grant Request Form)
   c. A complete <u>and</u> balanced Project Budget (including the T of R Foundation request)
   d. List of the organization's Board of Directors, with brief biographical sketch
      i. **NOTE:** If you operate under a **FISCAL SPONSOR**, you will be required to submit the **FISCAL SPONSOR BORD OF DIRECTORS LIST**.
      ii. **NOTE**: If your branch organization does not have a board of directors, and you operate under a **PARENT ORGANIZATION**, you will be **REQUIRED** to submit the **PARENT BOARD OF DIRECTORS LIST.**
   e. The organizations Non-Discrimination Policy
      i. **NOTE:** If the organization does not have a non-discrimination policy, please email us at foundation@tournamentofroses.org
   f. IRS form 990, from the most recent fiscal year, (if required to file by IRS) for applicant agency/organization or fiscal sponsor if applicable
      i. **NOTE**: If you operate under a **FISCAL SPONSOR**, you will be **REQUIRED** to submit this information
      ii. **NOTE:** If your branch organization does **NOT** possess an IRS form 990, and you operate under a **PARENT ORGANIZATION**, you will be **REQUIRED** to submit the **PARENT ORGANIZATION IRS FORM 990**.
      iii. **NOTE:** If not required, please submit a signed and dated letter of explanation on your letterhead
   g. IRS 501 501(c)(3) tax-exempt status letter
   h. Current annual report or statement of program activities for preceding fiscal year

     i.   Audit or financial statements for most recently completed fiscal year for applicant agency/organization, and fiscal sponsor/parent organization if applicable

        i.   **NOTE**: If your branch organization does **NOT** possess audit or financial statements, and you operate under a **PARENT ORGANIZATION**, you will be **REQUIRED** to submit the **PARENT ORGANIZATION** audit or financial statements.

        ii. **NOTE**: If you operate under a **FISCAL SPONSOR**, you will be **REQUIRED** to submit this information

j. Balanced budget for the applicant agency/organization for the current fiscal year that includes the project proposed in the grant application.

        i.   **NOTE**: On your organization's letterhead, please attach to your agency/organization budget an explanation of any surplus or deficit.

k. For the purchase of equipment, materials or goods, a cost estimate(s) from the supplier/manufacturer of choice with product description, and price

        i.   Estimate(s) <u>must</u> be directly from the supplier/manufacturer of choice to be considered eligible for review (supplier/manufacturer website printouts and invoices are acceptable)

l. Signed and dated letter(s) of collaboration from each collaborator (i.e., agency, venue, entity, or individual) on the collaborator's letterhead, if applicable.

        i.   **NOTE**: **Collaborating with Another Organization(s), Venue(s), Entity(ies), or Individual(s):** If the project or program being submitted for funding consideration is in collaboration with another organization, venue, entity, individual, and/or will take place at a location other than the organization's address (as listed on the online Agency Profile), a letter from each collaborator is required. The letter(s) should be on the collaborator's letterhead, signed, dated, and detail the need/nature of the collaboration.

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.

ONLINE GRANTS PROCESS:

The Pasadena Tournament of Roses Foundation grant application is a two-part online process. For instructions on how to apply, please refer to our 2021 Grant Writing Workshop Presentation PowerPoint on our website or please email us at Foundation@tournamentofroses.org.
NOTE: Please be sure to allow emails from foundation@tournamentofroses.org and no-reply@webportalapp.com

Applicants are strongly encouraged to:
1) Ask eligibility and application questions at least 2 weeks in advance
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.

2021 GRANT CYCLE NOTIFICATION PROCESS:

All applying organizations will go through a two-phase Grant Cycle process.

1. **ELIGIBILITY PHASE ONE**
   All organizations will complete an eligibility form to ensure they are eligible to apply for the 2021 Grant Request. Organizations who are found ineligible (based on eligibility outlined above) will receive an email notification informing them of their ineligible status. Organizations who are deemed eligible will be notified via email of their eligibility and will have access to the Part 2 Grant Request Form.

2. **GRANT REQUEST PHASE TWO**
   Organizations that are eligible to complete the Part 2 Grant Request Form, will complete the form in its entirety in order to be considered for review. Organizations who have submitted a completed an eligible application, will be notified via email of their application submission.

3. **GRANT AWARD**
   Organizations that are considered for funding will be notified of their funding status, in writing, between APRIL 29TH - MAY 4^{TH,} 2021. Applicants are not to contact members of the Foundation Board of Directors during the application process.

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 midterm or 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.

REPORTING TIMELINE:

The Foundation requires all grant applicants to submit a final report. If the grant recipient is planning on applying to a grant application for the following year, the grant recipient **MUST** submit a midterm report and final report. If a grant recipient is **NOT** planning on applying to a grant application for the following year, the grant recipient will only submit a final report.

2020 GRANT RECIPIENT DUE DATES:

1. Midterm Report Due – February 19th, 2021 by 5pm
2. Final Report Due – April 30th, 2021 by 5pm

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.