



PASADENA
TOURNAMENT OF ROSES

FOUNDATION

Frequently Asked Questions on Application Submission for the 2023 Grant Cycle

1. When is the submission deadline?

The online deadline is 5:00 pm PST on February 23rd, 2023. **Late applications will not be accepted.**

2. Can applications be delivered or sent via postal mail?

No. The Foundation application process is **online submissions only**.

3. Are application forms considered complete at the time of submission--when applicant has completed all the forms?

Yes. Materials cannot be added or removed after application submission. Applicants are strongly encouraged to double and triple-check the online forms before submitting the online application.

When the Tournament of Roses Foundation reviews the application, submission forms section and the time stamps are before the 5:00 pm PST deadline, the application portal will send the applicant organization an email response confirming the receipt of the application.

4. Who can organizations contact with questions about the online forms, required documents, the grants process, etc.?

Beginning January 23rd, 2023 through February 23rd, 2023 at 5:00 pm PST, applicants with questions should contact the Foundation's administrative staff via e-mail at foundation@tournamentofroses.org. Questions should be asked in advance of application submission.

NOTE: The Foundation cannot respond to application submission questions, via phone or e-mail, on the deadline date (**February 23rd , 2023**). The Foundation strongly suggests that all questions be submitted, in writing and **in advance**, to ensure the clarity and meaning of the questions, as it will take 2-3 days to respond. *Within two weeks of the submission deadline, a response is not guaranteed due to the volume of questions submitted.*

5. How do I find out about my organizations past application submissions and/or past funding?

Contact the Foundation via e-mail at foundation@tournamentofroses.org to find out information on past one or two years of funding.

6. How does the Foundation communicate with grant cycle applicants?

The Foundation sends notifications and other correspondence to the Primary Contact listed on the WiseHive account (Agency Profile) for all applicant organizations. These are sent via e-mail through the Foundation's e-mail address foundation@tournamentofroses.org or no-reply@webportalapp.com. Please add this e-mail and allow acceptance to all contact e-mail addresses listed on the grant application submission.



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NOTE: It is the *applicant's responsibility* to make sure their e-mail address accepts e-mails from the Foundation. If an applicant believes they are not receiving communications from the Pasadena Tournament of Roses Foundation, please contact the Foundation immediately.

7. Should the applying organization be classified as a 501(c)(3) to apply for a grant?

Yes. All organizations interested in applying for a grant should be classified as a 501(c)(3) non-profit agency as of the submission deadline (**5:00pm on February 23rd, 2023**) Note: *Organizations with a pending or revoked IRS tax-exemption status are ineligible for funding consideration.*

NOTE: All other classifications of agencies would have to partner with a 501(c)(3) agency to apply to the Pasadena Tournament of Roses Foundation.

8. Who should be listed as the primary contact person on the online Agency Profile form?

The primary contact person can be the agency's CEO or Executive Director, Development/Fundraising personnel, grant writer, or a member of the Board of Directors.

NOTE: The primary contact person listed should have direct knowledge of the application submitted, in case any questions arise regarding the application. Please provide the best contact number and e-mail address.

9. Should the mission of the applicant agency be within one of the funding categories listed online?

No. However, the proposed project/program must be within one of the three funding categories noted. Refer to the categories listed on the 2023 Online Grant Application Guidelines.

10. What are letters of collaboration?

If your project/program will take place at a location other than the agency's address (as listed on the online Agency Profile), a letter of collaboration is required. This letter (on the collaborating agency's letterhead) should be signed and dated. A letter of collaboration is required from each separate location. If there are two locations, there should be two letters; three locations require three letters, and so on.

If your project/program is to be executed with one or more agency(ies), a letter of collaboration is required. This letter should be signed, dated and on the collaborating agency's letterhead. A letter of collaboration is required from each separate agency/organization. If there are two agencies, there should be two letters; three agencies require three letters, etc.

If your project/program is to utilize the services (i.e. artists, musicians, mentors, teachers, etc.) and/or works (i.e. compositions, writings, and the like) of a person(s) or program participant(s), a letter of collaboration, along with a Curriculum Vitae or resume, is required from all participating individuals. The letter should be signed, dated and on the person's letterhead. A letter of



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collaboration is required from each person. If there are two people, there should be two letters; three people require three letters, etc.

NOTE: To upload more than one signed collaboration letter, scan them all into one (1) file first, then upload the scanned file. There is an upload size limit of **1 GB** per file. **The Foundation is not responsible for uploading documents to your account and will not accept documents via e-mail.**

11. What information is required for the purchase of equipment, materials or goods?

If your application is for a purchase, of any kind (uniforms/costumes, appliances, electronics, software, signs, props, sports equipment, etc.), a detailed estimate/invoice of cost, including product description, must be submitted online. The estimate/invoice must come directly from the supplier/manufacturer of choice. Downloaded print-outs from the supplier's website are acceptable.

NOTE: To upload more than one estimate/invoice, scan them all into one (1) file first, then upload the scanned file. There is an upload size limit of **1 GB** per file. **The Foundation is not responsible for uploading documents to your account and will not accept documents via e-mail.**

12. What is required for the balanced Project Budget?

The project budget for the application refers to the total costs of the project/program for which the applicant is seeking funding. This project budget should be balanced and submitted by the submission deadline (**5:00pm on February 23rd, 2023**). This is considered the final project budget and no changes to this budget are permitted after the deadline.

13. What is the limitation for balanced operating budgets?

The limitation for operating budgets is \$2 million for all applicant agencies. 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, Education Foundations or City College Foundations, refer to the **2023 Grant Special Stipulations document.**

14. How should any Agency/Organization budget surplus or deficit be addressed?

On your organization's letterhead, please attach an explanation for any surplus or deficit to your agency/organization budget.

15. Is there a timeline of important dates for grant applicants?

Yes. The 2023 Grant Application Timeline below outlines all the pertinent notification and deadline dates for grant applicants. The 2023 timeline is also listed on the Foundation's website at <http://www.tournamentofroses.com/foundation/grant>.



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NOTE: It is the applicant's responsibility to calendar the listed dates and times and adhere to all deadlines as stated.

2023 GRANT CYCLE TIMELINE:

1. Application Process goes live – January 23rd, 2023
2. Applications Due – February 23rd, 2023 at 5pm
3. Notification to Grant Recipients – April 28th, 2023 – May 3rd, 2023
4. 2023 Grant Award Reception/Distribution - May 24th, 2023 (Tentative Reception Date)

16. What documents are required in the online process?

Submitting an Application

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. Phase 1 – Eligibility Form

- a. **NO** documentation will be required for upload.

B. 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 complete PTRF Eligibility form
- c. A complete PTRF Grant Request Form (if you qualify to move to Part 2 Grant Request Form)
- d. A complete and balanced Project Budget (including the T of R Foundation request)
- e. IRS 501(c)(3) tax-exempt status letter
- f. List of the organization's Board of Directors, with brief biographical sketch
 - i. Including the board list for the fiscal sponsor/parent organization with brief biographical sketch, if applicable.
 - 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**
- g. The organizations Non-Discrimination Policy
 - i. If the organization does not have a non-discrimination policy, please email us at foundation@tournamentofroses.org
- h. IRS Form 990, from the most recent fiscal year, (if required to file by IRS) for applicant agency or fiscal sponsor/parent organization
 - i. **NOTE:** If you operate under a **FISCAL SPONSOR**, you will be **REQUIRED** to submit this information



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- 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
 - i. Current annual report or statement of program activities for preceding fiscal year
 - j. 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
- k. Balanced budget for the applicant agency/organization for the current fiscal year that includes the project proposed in the grant application. **NOTE:** On your organization's letterhead, please attach to your agency/organization budget an explanation of any surplus or deficit.
- l. For the purchase of equipment, materials or goods, a cost estimate(s) from the supplier/manufacturer of choice with product description, and price
- m. 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)
- n. Signed and dated letter(s) of collaboration from each collaborator (i.e., agency, venue, entity, or individual) on the collaborator's letterhead, if applicable

17. Is there a size limitation for uploading documents in the online system?

Yes. There is an upload size limit of **1 GB per file** for all the required document uploads. For Part 2, the required uploads are all the items referenced above (Refer to Question #16).

You may need to reduce the size of your documents (e.g. a compressed document or scan file) to meet the upload limit. This has been most evident with the IRS tax-exempt status letter, IRS Form 990, Audited Financial Statements, Agency/Organization Budget, estimates/invoices from the supplier/manufacturer of choice and letter(s) of collaboration. Double check that your upload displays properly and completely before final application submission.

NOTE: If your organization uploads are multiple pages and/or from multiple sources, it is recommended that you scan all the pages into one (1) file first and then upload the scanned file. Remember, if you already have a file attached, doing a new upload will overwrite the existing file.



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The Foundation is not responsible for uploading documents to your account and will not accept documents via e-mail.

18. How are grants typically funded?

In 2021, The Foundation Board of Directors elected to change their funding process to a 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, of \$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.

19. If you apply in Tier 3, will your grant requests typically be funded at the full amount?

Not typically; though this can occur. The Foundation Board of Directors may choose to offer partial funding at its discretion. The Foundation encourages applicants to leverage/seek funding from other sources for their project.

20. What information should be included in the Current Annual Report or Statement of Program Activities?

This is the section where agencies can expound more upon who you are as an agency (e.g. accomplishments, awards, history & changes, etc.).

If you do not have an annual report, you must submit a statement on your letterhead that consists of the following information, at minimum: further details on your agency's mission or purpose; goals and initiatives; and projects & programs of the past year (including attendance, outcomes, etc.).

21. Can I apply for more than one proposal?

An organization must submit only one (1) proposal per year.

22. Is it okay for a proposed project/program date to fall *before* the Foundation's specified grant award date (May 24th, 2023)?

No. To receive a grant, an applicant organization must spend the grant funds after the specified award date. The Foundation does not provide retroactive, reimbursement or deficit funding. Grant funds are only considered for projects (or portions of projects) that occur after the specified award date.



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23. If awarded a grant, is there a midterm and final reporting requirement?

Yes. All grant recipients must submit a midterm and final report online to complete their grant cycle. Both reports must include a description of how the funds were used, line-item financial accounting and the status of the program. All grant recipients must submit the final report before the one-year anniversary of when the award was made.

Tier 1 and Tier 2 applicants will be required to participate in on-site visits with members of our Foundation Board of Directors. The Foundation Administrative Staff will reach out to those organizations separately to schedule future visits.

NOTE: An applicant **MUST** submit the midterm report to be eligible for the following grant cycle year.

NOTE: Note: An applicant must submit the final report to be eligible for future grant cycles.

24. If awarded a grant, when do funds need to be expended by?

Applicants have one full year to expend funds from award date. The award date for the 2023 grant cycle is May 24th, 2024. As such, applicants would have until May 24, 2024 to expend the funds awarded, but if the funds are not expended by the second Friday in December of the funding year, the applicant is not eligible to apply for the following year (*Refer to Question #25*). **For more information on the reporting timeline, please refer to the 2023 Online Grant Guidelines.**

NOTE: Any amount over \$25.00 not expended for the grant as awarded must be returned to the Foundation.

25. Can I apply next year?

Yes, *if*:

(1) An applicant has not been funded for the last three (3) consecutive years. An agency funded for three consecutive years becomes ineligible for funding for a period of one year, **AND**

(2) If an applicant has not expended funds and has not submitted their mid-term report within the funding year, 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.