



Pasadena Tournament of Roses® Foundation 2024 Grant Special Stipulations

For the following circumstances an applicant must satisfy special stipulations. Refer below 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, school districts, Education Foundations or City College Foundations

FISCAL SPONSOR:

There are additional application requirements if your organization is operating under a fiscal sponsor. The following materials need to be submitted:

1. IRS Form 990, from the most recent fiscal year, (if required to file by IRS) for applicant agency/organization or fiscal sponsor.
 - a. **NOTE:** If not required, please submit a signed and dated letter of explanation on your letterhead.
2. List of Board of Directors with a brief biographical sketch for applicant agency/organization, and fiscal sponsor.

PARENT ORGANIZATION:

There are additional application requirements if your organization is operating under a parent organization. The following materials need to be submitted:

1. IRS form 990, from the most recent fiscal year, (if required to file by IRS) for applicant agency/organization or fiscal sponsor if applicable
 - a. **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**.
 - b. **NOTE:** If not required, please submit a signed and dated letter of explanation on your letterhead



PASADENA
TOURNAMENT OF ROSES

FOUNDATION

2. List of Board of Directors with a brief biographical sketch for applicant agency/organization, and parent organization.
 - a. **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**

3. There is a \$2 million operating budget limitation for applicant organizations. 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.

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.

Individuals include program participants or services your project/program will utilize (i.e. artists, musicians, mentors, teachers, etc.) and/or works (i.e. compositions, writings, and the like) of a particular person(s).

Schools, School Districts, and Education Foundations or City College Foundations

The Foundation will accept one (1) application per school district per grant cycle. This application should be submitted to the Foundation directly from the education foundation or district office. This stipulation does not prevent 501(c)(3) groups related to schools such as PTA, PTSA or PTO groups from submitting a separate application for review.

NOTE: School districts, Education Foundations, and City College Foundations with operating budgets over \$2 million are allowed to apply and are exempt from the operating budget limitation.