



## **Pasadena Tournament of Roses® Foundation 2017 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 the Pasadena area by funding sports and recreation, visual and performing arts, and volunteer motivation and leadership development. In recent years, grant awards ranged from \$1,000 up to \$10,000. The maximum grant award available is \$10,000.

### **Funding Categories and Areas Served:**

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

1. Sports & Recreation,
2. Visual & Performing Arts, and
3. Volunteer Motivation & Leadership Development.

Grants will be considered for organizations based in **and** serving one or more of the following Pasadena-area communities:

- |              |                |                    |
|--------------|----------------|--------------------|
| 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

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## 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 (**5:00 pm on January 26, 2017**). 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 2016 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.)

## Online Grants Process:

The Pasadena Tournament of Roses Foundation grant application is a two phase online process. For phase one, applicant organizations need to complete the Agency Profile and the Pasadena Tournament of Roses Foundation Application form. The submission deadline is 5:00 pm the last Thursday in January, 2017 (**5:00 pm on January 26, 2017**). Applications are considered complete at the time of submission-when applicant hits the "Submit Application" button. When the applicant organization and Tournament of Roses Foundation receive the email entitled "*Thank you for submitting your application to the Pasadena Tournament of Roses Foundation*", the date and time stamp on the e-mail must be before 5:00 pm on January 26, 2017 for the application to be eligible for review. No materials can be added or removed after application submission. Applicants are strongly encouraged to 1) ask eligibility and application questions in advance [November 1, 2016 through January 23, 2017] 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.

Organizations chosen to proceed to phase two will be notified via e-mail, through the Constant Contact e-mail service, the week of February 27, 2017. At that time, the finalist agencies will have two weeks to provide all additional, required documentation. This documentation will include the following:

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

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2. Current annual report or statement of program activities for preceding fiscal year
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 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, in May. Applicants are not to contact members of the Foundation Board of Directors during the application process.

**To begin the application process click the "Online Data Manager" button on the Foundation website. Enter "apply" for both the "Username" and "Password." The website will direct you to a welcome page with instructions on how to begin the application process. NOTE: Returning applicants will need to use their previously approved username and password. Contact the Foundation at [foundation@tournamentofroses.org](mailto:foundation@tournamentofroses.org) to verify if the organization is a returning applicant.**

### 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 on May 31, 2017. If an applicant expends funds and provides a final report by 5:00 pm on the second Friday in December of the funding year (**5:00 pm on December 8, 2017**), the applicant may apply for funding the following year. If an applicant has not expended funds and has not submitted a final report by 5:00 pm on the second Friday in December of 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.

### Special Stipulations:

For the following circumstances, an applicant must satisfy special stipulations. Refer to the Foundation website [www.tournamentofroses.com/foundation/grant](http://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

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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](http://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](mailto:foundation@tournamentofroses.org).