



Pasadena Tournament of Roses® Foundation 2017 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 and school districts or City College Foundations

Fiscal Sponsor or Parent Organization

There are additional application requirements if your organization is operating under a fiscal sponsor or parent organization. If this is the case, 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/parent organization.
 - a. 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.
3. Audit or financial statements for most recently completed fiscal year for the applicant agency/organization and fiscal sponsor/parent organization.

NOTE: There is a \$2 million operating budget limitation for applicant organizations. *If the applying organization 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.*

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).

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Schools and School Districts 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 and City College Foundations with operating budgets over \$2 million are allowed to apply and are exempt from the operating budget limitation.