



Common Application Errors & Omissions

The Foundation **cannot** review applications for funding consideration with the any of errors and/or omissions noted below:

OUTSIDE THE GUIDELINES

- Request is operational in nature (*e.g. salaries, rent, utilities, etc.*)
- Pending or Revocation of IRS tax-exemption [501(c)(3)] status
- Organization is based/located outside the Foundation's designated 11-city service area
- Proposed performances, events, meetings, etc. take place outside the Foundation's 11-city service area
- Proposed project/program includes the promotion of a particular religious faith or belief
- Proposed project/program starts and ends before the Foundation's grant funding date
- Operating budget or expenses are over \$2 million (*unless exempt under our Special Stipulations*)
 - Combined budget for the applicant and parent organization must not exceed \$2 million. This does not apply to fiscal sponsors

MISSING or INCOMPLETE INFORMATION

- Incomplete Application Form (*e.g. leaving sections blank/unanswered*)
 - Leaving the application as "Draft" status – it must be marked "Final"
- Letter(s) of Collaboration
 - Letter(s) not on letterhead, signed and/or dated
 - Letter(s) not included from all collaborators (*e.g. other organization(s), venue(s), program participants*)
- IRS tax-exempt letter
- The requested information from the fiscal sponsor/parent organization:
 - Board list with biographical sketch
 - IRS form 990 and
 - Financial statements
- Information on the local chapter, if part of a larger (parent) organization
- Estimate from the supplier/manufacturer of choice for the purchase of equipment, materials or goods, with the product description and price
 - Estimate is not directly from the supplier/manufacturer of choice
- Annual Report or Statement of Program Activities for the preceding fiscal year
- Uploaded documents are not properly displayed (*e.g. too large, information cannot be seen/read*)

BUDGETS (Agency/Organization & Project/Program Budgets)

- Budget is for the wrong fiscal year or no year is listed on the budget
- Revenues and Expenses don't match
- Surplus or deficit is not properly explained

To avoid these errors and omissions, the Foundation ***strongly encourages*** applicants to pay close attention to the official grant documents found on our website at www.tournamentofroses.com/foundation/grant and the bulletins and instructions on the grants website at www.ctkodm.com/ptrf/.

- Submit a project or program within the stated guidelines
- Ask questions in advance of application submission
 - Send questions to the Foundation at foundation@tournamentofroses.org

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