



## Frequently Asked Questions on Application Submission for the 2017 Grant Cycle

**1. When is the submission deadline?**

The deadline is 5:00 pm on the last Thursday in January, 2017 (**5:00 pm on January 26, 2017**). After the deadline, the website will not accept applications.

**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 clicks the "Submit Application" button?**

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 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 must be before 5:00 pm on January 26, 2017 for the application to be eligible for review.

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

Beginning November 1, 2016 through January 23, 2017, applicants with questions should contact the Foundation's administrative staff via e-mail at [foundation@tournamentofroses.org](mailto: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 (**Thursday, January 26, 2017**). The Foundation strongly suggests that all questions be submitted, in writing and far in advance, to ensure the clarity and meaning of the questions, as it will take 2-3 days to respond, or more near the deadline. *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.com](mailto:foundation@tournamentofroses.com) to find out information on 1) years and amounts requested on prior applications and/or 2) years and amounts received in prior funding.

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

The Foundation sends notifications and other correspondence to all the contacts listed on the CTK account (Agency Profile) for all applicant organizations. These are sent via e-mail through the Foundation's e-mail address ([foundation@tournamentofroses.org](mailto:foundation@tournamentofroses.org)) or via the Constant Contact e-mail service from the Foundation's e-mail. Please add this e-mail and allow acceptance of Constant Contact e-mails to all contact e-mail addresses listed on the grant application submission.

# Pasadena Tournament of Roses Foundation

## 2017 Frequently Asked Questions

**Note:** It is the applicant's responsibility to make sure their e-mail address accepts e-mails from the Foundation and Constant Contact. If an applicant believes they are not receiving communications from the Pasadena Tournament of Roses Foundation, the applicant is to 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 (**5:00 pm on January 26, 2017**). **Note:** Organizations with a pending or revoked IRS tax-exemption status are ineligible for funding consideration.

All other classifications of agencies would have to partner with a 501(c)(3) agency in order to submit an application 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, a member of the Board of Directors or the like.

**Note:** The primary contact person listed should have direct knowledge of the application submitted, in case any questions arise regarding the application. Further, the contact information (address, phone, etc.) should be for the agency only. Please do not use home addresses or home phone numbers.

### 9. Does the mission of the applicant agency have to be within the categories of funding listed online?

No. However, the proposed project/program must be within one of the funding categories noted. Refer to the categories listed on the 2017 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 should be signed, dated and on the collaborating agency's letterhead. A letter of collaboration is required from each separate location. If there are two (2) locations, there should be two letters; three (3) locations require three letters, and so on.

If your project/program is to be executed with one (1) 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 (2) agencies, there should be two letters; three (3) agencies require three letters, and so on.

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 particular person(s) or program participant(s), a letter of collaboration, along with a CV or resume, is required from all participating individuals. The letter should be signed, dated and on the person's letterhead. A letter of collaboration is required from each person. If there are two (2) people, there should be two letters; three (3) people require three letters, and so on.

# Pasadena Tournament of Roses Foundation

## 2017 Frequently Asked Questions

**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 12 MB per file.

### 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 12 MB per file.

### 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 [initial] submission deadline (**5:00 pm on January 26, 2017**). This is considered the final project budget and no changes to this budget are permitted after this date and time.

**Note:** Be sure to enter amounts in all applicable columns and categories. Do not omit entries in the "T of R Foundation Request" columns.

### 13. What is the limitation for balanced operating budgets?

The limitation for operating budgets is \$2 million for all applicant agencies. *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.* The \$2 million operating budget limitation refers to the organization, not the proposed project/program. Agencies with operating budgets over \$2 million will not be considered. **Note:** For School Districts or City College Foundations, refer to the 2017 Grant Special Stipulations document.

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

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

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

Yes. The 2017 Grant Application Timeline contains all the pertinent notification and deadline dates for grant applicants. The 2017 timeline is posted on the Foundation's website at <http://www.tournamentofroses.com/foundation/grant>. **Note:** It is the applicant's responsibility to calendar the listed dates and times and adhere to all deadlines as stated.

### 16. What documents are required in the two phase online process?

#### Phase 1 – Submitting an Application

This phase applies to all qualified and eligible 501(c)(3) organizations who submit an application for funding consideration to the Foundation. The documentation required for Phase 1 will include the following:

1. A complete and updated Agency Profile (contact information on the applicant organization)

# Pasadena Tournament of Roses Foundation

## 2017 Frequently Asked Questions

2. A complete PTRF Application form
3. A complete and balanced Project Budget (including the T of R Foundation request)
4. IRS tax-exempt status letter
5. List of the organization's Board of Directors, with brief biographical sketch
  - a. Including the board list for the fiscal sponsor/parent organization with biographical sketch, if applicable
6. Completed Applicant Agreement to Provide Information

### **Phase 2 – Selection as a Finalist**

Finalist agencies, which will be notified the week of **February 27, 2017**, 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 or fiscal sponsor/parent organization.
  - a. If not required, please submit a signed and dated letter of explanation on your letterhead.
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, and fiscal agent/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. **Note:** On your organization's letterhead, please attach to your agency/organization budget an explanation of any surplus or deficit.
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. 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 12 MB per file for all of the required document uploads. For Phase 1, the required uploads are the IRS tax-exempt status letter and the list of the organization's Board of Directors. For Phase 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.

# Pasadena Tournament of Roses Foundation

## 2017 Frequently Asked Questions

### 18. Are grant requests typically 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.

### 19. What is the maximum amount of a grant award?

Typically, grant awards have ranged from \$1,000 up to \$10,000. The grant award maximum is \$10,000. The Foundation awards approximately \$200,000 annually to 30-40 agencies.

### 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 31, 2017)?

In order to apply for and receive a grant, an 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.

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

Yes. Applicants must submit a final report online to complete their grant cycle. The final report must include the receipts (for all purchases), a description of how the funds were used, line-item financial accounting and the status of the program. Applicants must submit the final report before the one year anniversary of when the award was made.

**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 2017 grant cycle is May 31, 2017. As such, applicants would have until May 30, 2018 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 submit an application for the following year (*Refer to Question #25*).

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

## Pasadena Tournament of Roses Foundation 2017 Frequently Asked Questions

### 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 expends funds and provides a final report by 5:00 pm on the second Friday in December of the funding year the applicant may apply for the following funding 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 active project per agency at a time.