

# GPOA Foundation

## Grant Application Guidelines

### Eligibility Requirements:

- Nonprofit organizations that serve children in Louisiana (generally 501(c)3)

### Funding Priorities:

#### ***The GPOA Foundation will consider funding:***

- Nonprofit organizations that serve children in metro New Orleans
- The GPOA Foundation's primary focus is education, which includes afterschool enrichment, vocational education, literacy programs and more.
- The foundation's primary interest is in funding programs (including staff and materials).
- Program effectiveness is an important consideration in awarding grants.

#### ***The GPOA Foundation will NOT fund:***

- Out-of-state organizations (unless the request is to serve Louisiana children)
- Programs which are not focused on children
- Building or renovation expenses
- Sponsorship of special events
- Individual scholarships
- Equipment (computers, etc.) is rarely funded

### Average Grant Range:

The GPOA Foundation's average grant award is approximately \$14,000 within a range of \$1,500 to \$40,000.

## The Grant Application Process

### **Step 1: Submit a ONE PAGE CONCEPT PAPER which includes:**

- \_\_\_ Organization name, year founded, year 501(c)3 obtained
- \_\_\_ Mailing address
- \_\_\_ Telephone, fax and e-mail contact information-cell phones as back up contact method (if available)
- \_\_\_ Name of Executive Director
- \_\_\_ Name of contact person who can answer questions about the concept paper
- \_\_\_ Dollar amount of actual revenue received in the past two years
- \_\_\_ Current total organization budget amount
- \_\_\_ Fairly specific description of the proposed program and its anticipated outcomes
- \_\_\_ Description of what the GPOA Foundation will be asked to fund and how its effectiveness will be measured. THIS IS OF GREAT IMPORTANCE.
- \_\_\_ Amount to be requested from the GPOA Foundation

Please **MAIL ONE (1) ORIGINAL PLUS TWELVE (12) COPIES** of the Concept Paper by the due date.

Please **MAIL materials by the due date via U.S. Postal Service to our post office box:** GPOA Foundation, P.O. Box 158, Mandeville, LA 70470. **We do not accept courier or hand-delivered materials.** It is not necessary to use priority delivery services with the post office as long as you have it postmarked by the due date. Deadlines and postmark dates are firm and not negotiable.

### **Concept Paper Deadlines:**

<b>Concept Papers Due:</b>	February 1	May 1	August 1	November 1
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## Deadlines and Decisions:

<b>Original Concept Paper Due:</b>	February 1	May 1	August 1	November 1
<b>Final Funding Decision By:</b>	May 15	August 15	November 15	February 15

**Step 2:** *The GPOA Foundation Grants Committee will review your concept paper and let you know whether or not GPOA is interested in receiving a full proposal. We may also suggest revisions or other potential sources of funding.*

**Step 3:** **If requested, submit a FULL PROPOSAL which includes:**

**TWELVE(12) COPIES of a three (3) page proposal which addresses:**

- A description of the organization (history, accomplishments, etc.)
- The need for the proposed project
- Who the proposed project will serve
- A description of the project's proposed services and activities
- What outcomes/results are expected and how they will be evaluated
- Future funding plans
- A project budget which details how GPOA funds would be spent
- A total organization budget (with projected revenue and expenses)

**ONE (1) COPY of:**

- IRS letter which indicates not profit status (generally 501(c)3)
- Most recent audit (if conducted)
- Form 990 (new organizations: financial report with revenue/expenses to date)
- Board List
- Program brochure
- Letters of agreement from referral sources or collaborators, as appropriate

Please **MAIL** materials via **U.S. Postal Service ONLY** to our post office box by the due date:

GPOA Foundation, P.O. Box 158, Mandeville, LA 70470-0158

**We do not accept courier or hand-delivered materials.**

**Questions** may be addressed to: Lisa Kaichen, Foundation Manager

*Telephone:* (985) 674-5328 or (504) 895-2361

*Email:* [gpoafoundation@aol.com](mailto:gpoafoundation@aol.com)

*Website:* <http://www.gpoafoundation.org>

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### Helpful Hints To Prepare Your Grant If You Are Asked to Submit A Full Proposal

- Define the specific needs of the children you will serve. Don't be too generic. General statistics about national or state problems are not as important as those for your community.
- Be specific about your planned response. "We will improve the self-esteem of teenage girls" is not as clear as "We will offer a six part training program for fifty 12- 16 year old girls which includes sessions on hygiene, career options, study skills, and money management."
- Let us know how GPOA funds will be used. Include a total organizational budget, a project budget and a revenue plan. We like to know how the foundation's funding fits into the whole picture.
- Keep the reader's attention on the ultimate outcome - or impact - your project will make for clients that it will serve. Will your clients finish high school? Avoid teen pregnancy? Stay away from drugs? How will you evaluate your impact?
- Let a friend or relative read your proposal before submission. Do they understand it? Would they support it themselves?
- How do you plan to show the impact of your work? Are you using an evidence-based model and/or evaluation tools?
- Did you follow the directions? Following directions can be an indicator of future reporting compliance.