

## **RCSFF POLICY MEMO 2006-2 GRANT APPLICATION AND REVIEW PROCESS**

1 **Purpose.** This policy established the process for the application and processing of grant or scholarship applications to the Robert and Christine Steinmann Family foundation.

### **2 Grant Application Process.**

The foundation uses a two-phase application process. The first phase (Letter of Inquiry) involves a short informational application. After reviewing Phase 1, (Letter of Inquiry), the Foundation may request an organization submit a complete second phase, (Grant Proposal).

#### Phase 1: Letter of Inquiry

For organizations that have not been previously funded by the Foundation, we request that those grant seekers introduce themselves to our staff with a short informational application. This will be used by the Foundation to determine if it has any interest in receiving a full proposal. This will save time for both the Foundation and the grant seeker. This may be mailed or e-mailed to the addresses listed below.

The letter should contain the following in no more than two pages:

1. A short introductory paragraph with a concise statement of the purpose of the request and the amount requested.
2. A brief project description covering the issue(s) being addressed, the outcomes to be achieved; the plans for accomplishing the outcomes and the timetable for doing so: If this is a collaborative effort, the role of each collaborator; how the success and effectiveness of the program or project will be evaluated.
3. A brief description of the history, mission and activities of the applicant, including whether the applicant is exempt under Section 501 (c ) 3 of the IRS Code.
4. Organization contact information as shown in paragraphs 1 and 2 of the grant application form below.

## Phase 2: Grant Proposal

If the Foundation has interest in the project based on the Phase 1 application, we will ask for a complete application, and may ask for supplemental information or material. The Foundation may ask that a staff member and/or Board member to make a site visit, as well. The applicant would prepare a complete application and mail it to the Foundation. Supplemental materials, such as photographs, videotapes, CDs, DVDs, and the like, will not be returned to the applicant.

The complete application would include the following:

1. The same information submitted on the Phase 1 for the short information application. (See above)
2. A completed Grant Application Form as shown below dated and signed by the head of the Board of Directors of the applicant or by its senior executive officer.
3. A description of the applicant ( no more than five pages), including:
  - a. Applicant's background
  - b. Applicant's mission and objectives
  - c. Applicants target beneficiaries
  - d. Type (s) of programs or activities undertaken
  - e. Major accomplishments
  - f. Number of staff, and staff's organization
  - g. A summary of applicant's strategic or long-range plan.
4. A copy of the applicant's current operating budget including anticipated sources of income or receipts and projected outlays and expenditures, and a budget versus actual year-to-date report.
5. A roster of the members of the applicant's board with occupations and affiliations; and a roster of the applicant's senior staff members with occupations and affiliations.
6. The applicant's financial statements for the fiscal year most recently ended, preferably audited, including as a minimum a statement of activities and a balance sheet.
7. A copy of the determination letter issued by the Internal Revenue Service (IRS) regarding applicant's exemption under Section 501(c) 3 of the code, and a copy of the most recently filed IRS Form 990 with Schedule A.
8. A description of the project (no more than five pages) for which funds are being requested, including:
  - a. The need for the project or the program and how the need was determined.
  - b. The expected results of the project or program.
  - c. The means and standards for measuring the project's success and effectiveness.
  - d. Plans and timetables for implementing the program or project.
  - e. Identity of the staff or volunteers responsible for its implementation.
9. Other materials that the applicant believes may be important for the Foundation to consider in reviewing the application. Deadlines

**Grant Application Form**

GRANT APPLICATION

Robert and Christine Family Foundation P.O. Box 639, San Manuel, AZ 85631

Grant Number (to be assigned by the Robert and Christine Family Foundation)

1. Full LEGAL name of the organization (This is the name as it appears on your Articles of Incorporation)

1 Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

2 Telephone \_\_\_\_\_ Fax \_\_\_\_\_

3 Date of Application \_\_\_\_\_

4 Name and Phone number of Individual to be contacted regarding this grant Application.  
\_\_\_\_\_

5 Name of Grant Project. \_\_\_\_\_

6 Amount of Grant funds requested. \$ \_\_\_\_\_

7 Employer Identification Number \_\_\_\_\_

8 Attach as Exhibit "A" a copy of the organization's most recent IRS determination Letter showing 501(c) (3) tax-exempt status.

10. Attach as Exhibit "B" a copy of the organization's most recent tax return and/or audited financial statements.

11. Attach as Exhibit "C" copies of the following current documents; Articles of Incorporation, Bylaws, and List of current Board of Directors and Officers including addresses and phone numbers.
12. Attach as Exhibit "D" a brief history of the organization to include past programs and projects, type of persons served or affected by activities and future goals of the organization.
13. Attach as Exhibit "E" a description of the project or activity for which grant funds are being requested. This description should include the purpose and the goals to be achieved.
14. Describe any relationships, business or personal, that exist between any Officer or Directors of your organization and any officer or Director of the Robert and Christine Steinmann Family Foundation. Our board of Director are as listed; Robert W. Stretch, Bruce Fister, Kent Fister, Kristi Fister and Carolyn Cappel Rose.
15. List the dates and amounts of any previous grants your organization has received from the Robert and Christine Steinmann Family Foundation.
16. List the names, addresses and phone numbers of any other donor organizations you expect to receive funds for this projects. List request that may still be pending.
17. Date of your last request to the Robert and Christine Steinmann Family Foundation  
\_\_\_\_\_
18. If your grant request is approved, will you execute and abide by the terms of our grant agreement Form? Yes \_\_\_\_\_,
19. I agree to abide by the terms of the grant agreement form. I (\_\_\_\_ name \_\_\_\_\_), (\_\_\_\_ Title \_\_\_\_\_), of the (\_\_\_\_ organization \_\_\_\_\_) have reviewed this application and believe it to be true, correct and complete. I further represent that the governing body of the organization authorized the making of this request.

The Foundation will review request for grants on a quarterly basis, starting in January. Applications will generally be responded to within six months of their receipt at the Foundation provided that all required information was received with the Grant request.

**3. Grant Review Process.** The grant review process is described in the flow chart below:

### Grant Review Process Flow Chart

**RECEIPT -Phase I Robert and Christine Steinmann Family Foundation 11/25/06**  
(30 days)

Step 1 1. Initial Review by G&SC  
2. Determination if

within Request 1. Receive Grant

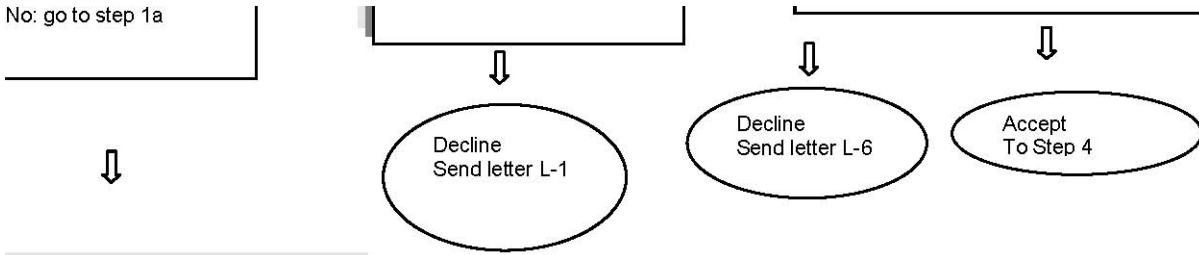
Foundation Funding priorities Step 3 & Guidelines. Send to Step 3 Determined to be within funding 2. Log in Form set-up



3. Determination if outside of priorities But may or may not be accepted

3. Review for complete Foundation Funding priorities

No: go to step 1a



because of a lack of technical merit or for competitive reasons as a result of having

data & Guidelines.

4. Set-up File Use form See **Note A** more request than capacity to Grant.

Data Complete  
yes: go to step 2

Step 1a G&SC determines that the data is NOT complete.

Directors and they would break the tie. The process would then follow Step 2.

1. Send Letter L-9 requesting information.

2. Hold request until response.

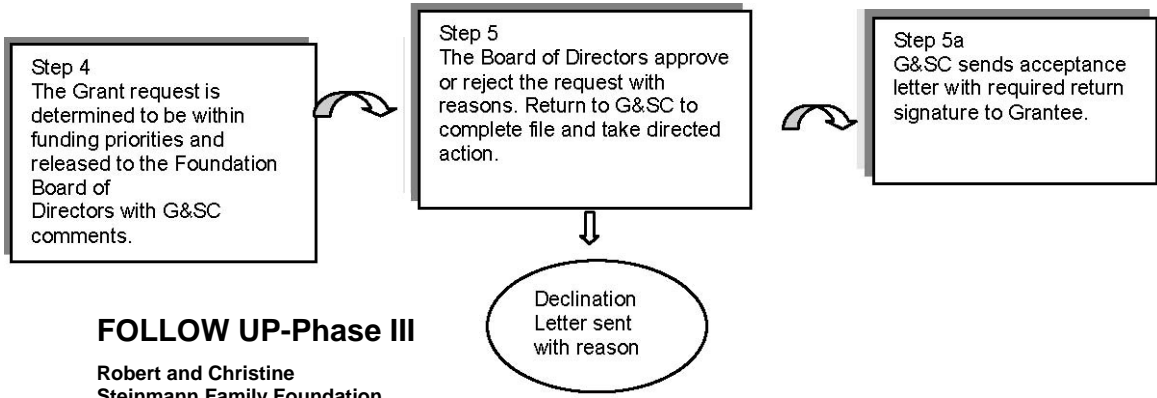
3. To Step 2 after receipt of information.

**Note A**

The Grants and Scholarship Committee has three options:

1. G&SC members agree that the request is within the funding priorities & Guidelines of the foundation so proceed to Step 3.
2. G&SC members agree that the request is outside of the funding priorities of the Foundation. Issue Declination Letter L-1
3. The G&SC members do not agree that the request is within or outside of the funding priorities. In this case a third member is selected by impartial method from the Board of

**AWARD –Phase II**  
(Cycle complete 2 to 3 months)

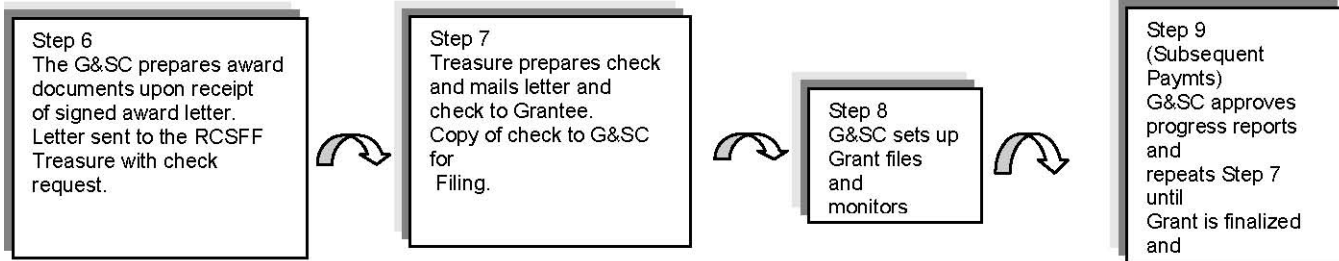


**FOLLOW UP-Phase III**

Robert and Christine Steinmann Family Foundation

**4. Scholarship**

**Application and Review. The**



application and review of scholarship will be done according to processes developed with universities with which the RCSFF has established scholarship agreements.

Bruce L. Fister  
CEO/Director  
Robert and Christine Steinmann Family Foundation

1/21/14