



DOUGLAS FOUNDATION GRANT GUIDELINES

The Douglas Foundation will consider grants to assist credible agencies and institutions committed to providing healthier, more enriched lives to the citizens of California with greater consideration given to those serving disadvantaged children and women. Grant requests from credible agencies and institutions will be entertained for both specific programs and capital expenditures. The Foundation does not consider grants to individuals.

Grants are usually awarded for a limited period. Some grants may be paid over a multi-year period. However, the Foundation generally does not approve grants to any agency or institution on a continuing, annual basis. The Foundation's Trustees have final approval of all grants.

Geographic Area of Grant Focus

Preference is given to agencies and institutions providing services in California.

Applicant Eligibility

To qualify for funding consideration from the Douglas Foundation, the applicant must:

1. be a not-for-profit organization certified as tax exempt under Section 501 (c) (3) of the U.S. Internal Revenue Code and be in good standing there with. An IRS Determination Letter is required, and a copy must be included with the letter of inquiry. These organizations cannot also be private foundations as defined in Section 509 (a) of the Internal Revenue Code.
2. provide audited financials for their most recently- completed fiscal year.
3. be able to demonstrate that a *minimum of 80%* of their revenues are expended on programs and services.

Application Process

1. *Who Can Apply*

Grant applications can be made at the Foundation's invitation, by referral from organizations the Foundation funds or is otherwise associated with or can be initiated by qualified not-for-profit organizations providing programs and services consistent with the Foundation's mission and Applicant Eligibility requirements listed above. The Foundation accepts and processes applications for grants throughout the year with no fixed deadlines.

2. *How to Apply*

- a. **Review** the *About the Foundation* and *FAQ* sections of the website to better understand the Foundation's focus and funding guidelines.
- b. If, after reviewing this information, you believe your organization's needs are compatible with the Foundation's focus and funding guidelines, **complete the Online Grant Inquiry Form** found on the website and follow the instructions provided. You will be asked to provide the following:
 - i. A copy of your invitation or referral if you are applying in response to the Foundation's invitation or have been referred by another agency
 - ii. A copy of your IRS Determination Letter
 - iii. A brief description of your organization
 - iv. A brief description of the project for which you are seeking funding
 - v. A copy of audited financials for your most-recently completed fiscal year
 - vi. The total cost of the project for which funding is sought
 - vii. Sub-totals for both direct project and administrative costs
 - viii. The amount of funding requested
- c. If the Foundation determines that the project meets its guidelines, you will be provided access to the **Formal Grant Application**.
- d. **Complete and submit the Formal Grant Application** including all requested supplementary documents or materials.

3. *Formal Grant Application Review*

All completed Formal Grant Applications will be reviewed by the Foundation. If the Foundation determines more information is required to make its decision it may, at its sole discretion, initiate calls, meetings or site visits in order to complete its assessment of the application.

4. *Notification*

All Formal Grant applicants will be notified of the Foundation's decision.

The availability of grant funds allows only a limited number of favorable responses to grant requests. The Foundation's lack of approval for any funding request should not be considered an indication of lack of appreciation for the merit and worthiness of either the proposal or the organization seeking support, and that organization may apply again in the following year.

Grant Limitations

Grant limitations conform to the IRS's compliance guidelines for 501 (c)(3) public charities. You can obtain a copy of these guidelines at <http://www.irs.gov/pub/irs-pdf/p4221pc.pdf>

DOUGLAS FOUNDATION

Frequently Asked Questions

1. Who can apply for a grant?

The Douglas Foundation will consider grants to assist credible agencies and institutions committed to providing healthier, more enriched lives to the citizens of California, with greater consideration given to those serving the state's disadvantaged children and women. Grant requests from credible agencies and institutions will be entertained for both specific programs and capital expenditures. The Foundation does not consider grants to individuals.

2. What are the eligibility requirements to apply for a grant?

To qualify for funding consideration from the Douglas Foundation, the applicant must:

- be a not-for-profit organization certified as tax exempt under Section 501 (c) (3) of the U.S. Internal Revenue Code and be in good standing therewith. An IRS Determination Letter is required and a copy must be included with the letter of inquiry or the grant application. These organizations cannot also be private foundations as defined in Section 509 (a) of the Internal Revenue Code.
- provide audited financials for their most recently- completed fiscal year.
- be able to demonstrate that a minimum of 80% of their revenues are expended on programs and services.

3. What is the application process?

- Interested parties are encouraged to review the Foundation website, Grant Guidelines, etc. to determine if the needs of their agency are consistent with the mission and funding criteria of the Foundation.
- If you feel your project is consistent with the focus of the Foundation, you should complete and submit the Grant Inquiry Form found on this website.
- If the Foundation determines that your project meets our guidelines, you will be provided access to the Formal Grant Application.
- Successfully completed Formal Grant Applications will be reviewed by the Foundation and decisions will be made as to whether your application will be accepted or declined. If needed (as determined by the Foundation) phone

calls, meetings, and/or site visits might be requested to facilitate the decision making process.

- All Formal Grant applicants, whether accepted or declined, will be notified of the Foundation's decision.
- The Foundation Trustees have final approval of all grants.

4. Does my organization have to be in Los Angeles to be considered?

Preference is given to organizations providing services in Los Angeles County.

5. What are the kinds of projects the Douglas Foundation wants to fund?

The Douglas Foundation is interested in projects that address issues of health, education, and the wellbeing of children, women and men in Los Angeles County. A review of the Grants section of this website will provide you with an idea of the kinds of projects the Foundation has funded over the past three decades.

6. Will the Foundation consider endowment grants?

The Foundation has awarded endowments, spending grants, and matching grants.

7. What information will I have to provide about my organization and project?

The Grant Guidelines outline information required to complete the Grant Inquiry Form and the Formal Grant Application is specific about what is needed to complete the application process.

8. What are the deadlines for submitting Grant Inquiry Forms and Formal Grant Applications?

The Foundation accepts and processes grant inquiries and applications for grants throughout the year with no fixed deadlines.

9. What are the minimum and maximum amounts that can be applied for in a single grant?

Grant amounts are assessed by need. They are generally lower for funds granted in a single year than for grants whose funding is spread over multiple years.

10. How much time does the application process take?

It generally takes two to six months (depending on the time of application submission, complexity of the project, etc.) to complete the application process. Occasionally, final action may be deferred. Each applicant is notified promptly when a decision has been made about their application.

11. Does the Foundation fund requests for operating support?

The Foundation rarely considers operating or administrative expenses in making its grants, and generally favors requests that specifically exclude such expenses.

12. Does the Foundation fund capital campaigns?

Only rarely, and those exceptions are generally limited to health and education services.

13. Who do we contact to set up a meeting with the Foundation about our project?

The Foundation, at its discretion, will schedule calls, meetings, or site visits if deemed necessary in their decision-making process.

14. May we contact Foundation Trustees about our proposed project?

No. Foundation Trustees are not to be used as a means of referral, recommendation, or support.