

THE GERT TOWN COMMUNITY FUND

Information for Grant Applicants

Purpose

The purpose of the Gert Town Community Fund, a Donor Advised Fund of The Greater New Orleans Foundation, is to enhance the quality of life for people in the Gert Town Community. An advisory committee of business and civic leaders meet annually to review grant requests in all program areas relative to the designated area. These program areas are education, housing, and generational services. Grants for up to \$50,000 per year will be considered. **Only ONE application per organization will be accepted.**

The Fund will support nonprofit organizations in the Gert Town Community and provide the following types of funding:

- grants that support new, creative or beneficial programs;
- seed money grants that responds to an important opportunity in the community;

Proposal

Organizations applying for grants should complete the attached Grant Proposal Summary sheet and provide the following:

- A detailed project budget and budget narrative.
- Up to a two page description of the project to be funded, including strategies, measurable objectives and a timetable.
- A copy of your 501(c)(3) status letter, or a copy of your fiscal agent's 501(c)(3) status letter.
- A copy of your board list.
- A copy of your most recent audited financial statements OR if not available, a copy of your most recent IRS form 990 or 990EZ/Accountant Statement.
- One inch margins with 12 point font.
- All proposals must be typed.
- Faxed applications will not be accepted.

Applicants should submit one original of their completed proposal (including supporting material), stapled but not bound, to:

The Gert Town Fund
The Greater New Orleans Foundation
c/o Samantha Bickham
1055 St. Charles Avenue, Suite 100
New Orleans, LA 70130

Grantmaking Schedule

Grant requests should be received by 5:00 pm on the deadline date. If the deadline falls on a weekend or holiday, requests are due on the weekday immediately preceding that weekend or holiday. The deadline and notification dates are:

Deadline Dates
November 22, 2004

Notification Dates
December 17, 2004

Any grant request received after the deadline will be reviewed in the next year's grant cycle.

Reporting Requirements

If a grant is awarded, the Foundation requires that the funded organization submit both fiscal accounting and narrative reports on the use of its grant and the impact that the grant may have had on the community it serves. Reporting guidelines will be established in the letter of award.

SOUTHERN LOUISIANA GRANTMAKERS FORUM
COMMON APPLICATION FORM
GRANT PROPOSAL SUMMARY SHEET
THE GERT TOWN FUND

| | | |
|--|--|---|
| Name and Address of Organization | | Date |
| | | Telephone |
| Names and Titles of Individuals Submitting Request | | Date Organization was Founded |
| Amount Requested \$ | Total This Project/Program \$ | Total Organizational Annual Budget \$ |
| Brief title (One Sentence) | | Dates of Project/Program |
| <p>Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.</p> | | |
| Others being solicited for this project/program. | Amount Requested | Amount Received |
| Subject Focus (Program Area) | Population(s) Served | Type of Support Requested (i.e. New, Creative, Beneficial, Seed, etc.) |
| <hr/> Signature of Board Chairman <hr/> Print Name | <hr/> Signature of Executive Officer <hr/> Print name | |
| For Grantmaker Use | | |
| Date Received | Proposal Identification Number | |

