

GRANT APPLICATION

This form can be used to apply for grants from the Future Fund, Phoebus Criminal Justice Initiative, and the Racial & Economic Justice Fund.

We must receive all of the information listed below to consider your grant proposal. **Incomplete proposals will not be considered, so please check carefully to make sure you have everything:**

- Cover Sheet** (see below) with contact information and a summary of the key points of the proposal.
- Proposal narrative** (no more than 5 pages), answering all the questions in the outline below.
- Timeline of proposed activities** including plans for publicity, outreach, and evaluation.
- Financial information:**
 - A record of actual income and expenses from the past fiscal year for your organization.
 - A detailed budget showing expected income and expenses for the current or upcoming fiscal year, including a list of funds already available or pledged from other sources.
- Composition of Board:**
 - A list of the officers and directors of the board, advisory board, steering committee, or other leadership of your organization, including their addresses, phone numbers, email addresses, and occupations.
 - A description of how the leadership reflects the diversity of your constituency in any of the following areas that are relevant: race, ethnicity, class, gender, age, sexual orientation, and disability status.
- Internal Revenue Service letter:**
 - A copy of the organization's IRS letter granting it tax-exempt status;
 - OR*
 - A copy of the fiscal sponsor's IRS letter along with a letter from that organization agreeing to act as fiscal sponsor.

ADDITIONAL MATERIAL REQUIRED FOR CURRENT GRANTEES ONLY:

- Grantee Progress and Fiscal Report:**
 - The most recent Grantee Progress and Fiscal Report (see below) if your organization received funding from Bread & Roses in the past three years.

Please do not submit additional material such as newsletters, leaflets or brochures with your application. If your proposal moves on to the next round, you will have an opportunity to share these at an in-person meeting.

NOTE: Please do not staple proposals or place them in binders. Use paper clips if necessary.

Submission Information:

Applications for all funds must be mailed or delivered to:

Bread and Roses Community Fund
ATTN: Grants Department
1500 Walnut Street, Suite 1305
Philadelphia, PA 19102

No emails or faxes are accepted for these funds.

Deadline:

Complete proposals must be in our office **by 5:00 pm on the day of the deadline**. See our website for details about the deadlines for each fund. Proposals to Future Fund, Phoebus Criminal Justice Initiative and Racial & Economic Justice Fund will not be accepted via fax or email.

Decision-making Process:

Decisions for the Racial & Economic Justice and Future Funds are made by the Bread and Roses Community Grantmaking Committee (CGC). The CGC is comprised of community activists and leader who review all proposals, interview groups and recommend grants to the Board of Directors.

The Phoebus Criminal Justice Initiative grants is a unique partnership between the Phoebus Fund family foundation and Bread & Roses Community Fund.

Bread & Roses convenes grantees, organizes site visits, arranges grant review meetings, and provides all administrative support for the Fund. Final decisions on Phoebus Criminal Justice Initiative grants are made jointly by family members and criminal justice reform activists.

Applicants to any grant fund will receive written about the status of their grant application four to six months after the original deadline for proposal submission.

About Bread and Roses Community Fund:

Bread & Roses is a unique gathering of activists committed to supporting social justice by raising and distributing funds. A public foundation, Bread & Roses has distributed over \$9 million to groups working for access to health care; economic justice; a clean, safe environment; civil and human rights; peace; and other social justice issues. In addition, Bread & Roses provides services, like technical assistance and leadership development, to grantees and donors.

After thirty years of supporting change not charity, Bread & Roses remains committed to providing technical and financial resources to the voices of progressive activism.

Bread & Roses is part of a larger movement of local and national organizations, technical assistance providers, think tanks, foundations and socially responsible business people that work for social change.



PROPOSAL NARRATIVE

*Proposals should answer all of the questions below and should not exceed **maximum of 5 pages**. **Anything longer will not be considered**. Please use at least 1" margins and 12-point type and note suggested space limits.*

1. What is your organization's **mission and long-term vision of social justice**? (approx 1/2 page)
2. Please give a **brief history of your organization**, including why it started, recent activities, and accomplishments. (approx 1/2 page)
3. What is the **problem** your organization is trying to resolve, and what has your organization identified as some of **the root causes of the problem**? (approx 1/2 page)
4. Who is the **community or constituency** that is most affected by the problem? Include geographic boundaries if there are any. How does your organization involve members or constituents in **decision-making and leadership**? (approx 1/2 page)
5. Describe the **strategy or approach** of your organization to resolve the problem. How will this approach focus on **the root causes of the problem**, and how will it **change or challenge the system** that is responsible for the problem? (approx 1 page)
6. What are the **expected activities and outcomes** of the proposed work? Include any publicity or outreach plans as well as expected results and accomplishments. (approx 1/2 page)
7. Describe the **structure of your organization** including staff, board, committees, membership, etc, and explain what groups or individuals are responsible for making decisions, for planning, and for carrying out the proposed work. (approx 1/3 page)
8. Describe **how the work will be evaluated**, and how the learnings from the evaluation will be incorporated into your organization's long-term strategy. (approx 1/3 page)
9. What are your organization's **plans for fundraising**? How does your organization plan to draw from a wide base of funding sources? (approx 1/3 page)
10. Please address additional questions below that are fund-specific (1/4 – 1/2 page):

Racial & Economic Justice Fund

- How is racial or economic justice central to your organization's vision?
- What is the plan or strategy to build a community base for taking collective action?
- How does your work help to change the balance of power between community members and those currently in positions of power?

Future Fund

- How would this grant help the organization be more effective in building a community base for taking collective action?

Phoebus Criminal Justice Initiative

- How is working for justice within criminal justice systems central to your organization's vision?



GRANT APPLICATION COVER SHEET

Name of Organization _____

Office Address _____

Website _____ Office Phone _____

Person to contact about this proposal _____ Contact's Email _____

Role/Title _____ Contact's Phone _____ Contact's Alternate Phone _____

Name of Organization Serving as Fiscal Sponsor, if applicable _____

Address _____

Contact _____ Contact's Phone _____ Contact's Email _____

Fund Category (Check only one. If applying to different funds, please submit separate proposals)

- Racial & Economic Justice Fund
- Future Fund
- Phoebus Criminal Justice Initiative

Amount requested from Fund

\$ _____

Total organizational budget for current fiscal year

\$ _____

Specific purpose budget (if applying for a specific project)

\$ _____

What grants has the organization received from Bread & Roses during each of the past three years?

200_ \$ _____

200_ \$ _____

200_ \$ _____

If applying for project support, please indicate: Start date _____ End date _____

In the space below summarize the key points of your proposal.

(It's usually best to complete this part after you've finished the rest of the proposal!)

Signature of the person completing application title *phone* *date*



GRANTEE PROGRESS AND FISCAL REPORT

For current and former grantees who have not previously submitted a report.

As a public foundation, Bread and Roses Community Fund is accountable to activists and donors for the grants we make. Evaluations are a useful tool to help us understand the impact of these grants, and to raise additional funds.

To assist you in completing this evaluation form, you may want to set up a file to compile all articles, newsletters, brochures, etc. that are generated as a result of this project. Please use the proposal you originally submitted to Bread and Roses as a guide to answering these questions, and keep in mind that honest assessments are appreciated more than uniformly positive ones.

GRANTEE: _____

AMOUNT: _____ **YEAR GRANT WAS AWARDED:** _____

TYPE: Racial & Economic Justice Fund Future Fund Phoebus Criminal Justice Initiative

PURPOSE: _____

1. Please detail expenditures of grants (i.e. telephone, rent, legal fees, printing, mailing, etc.). List categories and amounts below.

Amount spent to date _____

Remaining from grant _____

2. Please respond to the following (on the reverse side or in a separate document, **max 2 pages**):
 - 2.1. Describe the progress made toward achieving the purposes for which the grant was made, and any obstacles that stood in your way. Be as specific as possible about any changes in beliefs, attitudes, laws or policies that occurred as a result of this grant. Attach any articles, newsletters, brochures, etc. that might illustrate this progress. These materials help us interpret your work to broader constituencies, including other activists, the media, donors, etc.
 - 2.2. Tell us what you learned about social change as a result of this effort. Which strategies worked or didn't work?

Signed by _____ Date _____
(Person completing this evaluation.)

Printed Name _____ Title _____

FUNDING GUIDELINES

Bread & Roses Community Fund

Bread & Roses Community Fund is committed to supporting racial and economic justice organizing in the Delaware Valley.

Formerly the People's Fund, Bread & Roses has distributed over \$9 million since 1971 to grassroots organizations. In addition to grantmaking, Bread & Roses also provides technical assistance including fundraising advice, communications tips, and organizational development support to its grantees and allied organizations.

Eligibility Requirements

Organizations must meet all of the following criteria to be eligible:

- Must be located in Philadelphia, Bucks, Chester, Delaware, Montgomery or Camden counties.
- Must have an organizational and/or a distinct project budget that is less than \$150,000.
- Must be tax-exempt, or have a fiscal sponsor that is tax-exempt, or have a pending 501(c)(3) application.
- Must have completed all progress reports from previous Bread & Roses grants. Failure to submit progress reports will disqualify organizations from future funding.
- Must submit a complete application. No exceptions.

Funding Criteria

Bread & Roses provides grants to groups that have a long-term vision and engage strategies that promote social justice, including:

- A focus on organizing and activism (*not social service work*)
- A clear understanding of the root causes of the problem they are working to resolve
- A strategy that includes collective action by the community and results in concrete outcomes
- A vision that emphasizes changing the systems that create or perpetuate the problem being addressed
- Leadership that is primarily composed of people affected by the problem that is being addressed
- A priority for developing leadership from within the affected community

Additional funding criteria are listed within each fund category below.

Bread & Roses Grants Program Does Not Fund

- Direct service work/social services
- Research
- Educational programs
- Capital campaigns or building projects
- Scholarships, fellowships, or grants to individuals (except through the Lax Scholarship Fund)

Our Grant Funds

Bread & Roses makes grants through the following fund categories:

- Opportunity Fund
- Racial and Economic Justice Fund
- Future Fund
- Phoebus Criminal Justice Initiative

FUND CATEGORIES

The Racial & Economic Justice Fund

The Racial & Economic Justice Fund (REJ) was created to support groups that engage community organizing to promote racial and economic justice at the local, state, national or international policy levels. For groups applying to this fund, racial and economic justice must be central to their vision, understanding of the problem, and strategy for addressing the problem.

Additional Funding Criteria

The Racial & Economic Justice Fund makes grants to groups that:

- Meet all basic eligibility requirements and funding criteria
- Have a long-term vision for and engage strategies that promote racial and/or economic justice
- Are building a local base for taking collective action against the problem being addressed
- Are changing the balance of power between community members and decision makers

Grant size: \$5,000

Deadline: July 6th

Proposals must be complete (see checklist) and in our office by 5:00 p.m. on the day of the deadline.

The Future Fund

The Future Fund was created to support groups that are beginning to work to change the balance of power between their community and those in positions of power. The Future Fund provides funding for new and emerging groups, as well as groups that are new to Bread & Roses.

Additional Funding Criteria

The Future Fund makes grants to groups that:

- Meet all basic eligibility requirements and funding criteria
- Are new or emerging groups or organizations that are new to Bread & Roses
- Are focusing on developing their capacity and skills to build a local base and take collective action against the problem being addressed

Grant size: \$2,000

Deadline: July 6th

Proposals must be complete (see checklist) and in our office by 5:00 p.m. on the day of the deadline.



FUND CATEGORIES (continued)

The Phoebus Criminal Justice Initiative

The Phoebus Criminal Justice Initiative is a donor-advised fund that provides grants for criminal justice reform activism. Grantees target issues that include (but are not limited to) police accountability, racially biased sentencing policies, growth of the for-profit prison industry, criminalization of youth, and the death penalty.

Additional Criteria

The Phoebus Criminal Justice Initiative makes grants to groups that:

- Meet all basic eligibility requirements and funding criteria
- Have a long-term vision and engage strategies that promote justice within criminal justice systems
- Are building a base for taking collective action against injustices within the criminal justice systems

Grant size: \$2,500-\$6,000

Deadline: Please check back after September 1st to find out the deadline for this fund.

Proposals must be complete (see checklist) and in our office by 5:00 p.m. on the day of the deadline.

The Opportunity Fund

Opportunity Fund grants are intended for special projects or emergencies that are not part of an organization's ongoing work. These activities are frequently in response to rapidly emerging issues and might include: demonstrations and rallies, coalition efforts, conferences, or forums.

Additional Criteria

The Opportunity Fund makes grants to groups that:

- Meet all basic eligibility requirements and funding criteria
- Are facing an emerging issue, project, or situation that is not part of the organization's ongoing work
- Have not received an Opportunity Fund grant within the past 12 months

Grant size: \$50-\$500

Deadline: 1st day of each month

Proposals must be complete (see checklist) and submitted electronically to grants@breadrosesfund.org by 5:00 p.m. on the day of the deadline.