



## **FOREVER PINK FOUNDATION, INCORPORATED**

### **Grant Guidelines**

#### **FOREVER PINK FOUNDATION'S MISSION:**

The Forever Pink Foundation, Incorporated's (hereinafter referred to as "Foundation") was established as a 501(c)(3) public charity in 2005 with a mission to provide a mechanism for the development and implementation of community service initiatives. This mechanism can be in the form of the following, including but not limited to grants, scholarships, research support, and fellowships. Support provided by the Foundation for such initiatives shall be based on criteria established by the Foundation for the specified category.

#### **FOREVER PINK FOUNDATION'S GRANT MAKING FOCUS:**

The Forever Pink Foundation, Incorporated supports programs that provide support to applicants whose mission is to provide help and uplift underserved communities in Georgia's DeKalb County and other Metro Atlanta communities. Applicant request that focuses on education, family, economics, health, social and environmental issues are of special interest to the Foundation.

Awards to applicants may vary based on funds available and shall be one (1) year in duration. Funds awarded may not be used for political, lobbying or advocacy purposes or any other purpose that is in conflict with IRS guidelines governing 501(c)(3) organizations. Additionally, the Foundation may make grants to organizations that are not Section 501(c)(3) and 509(a)(1) or 509(a)(2) public charities, such as businesses or new charitable organizations, but always exclusively for charitable activities and projects.

The Foundation's **maximum** grant award per project is **\$5,000.00**.

#### **APPLICATION PROCEDURES:**

To apply for a grant from the Foundation, applicants must submit a Letter of Inquiry ("LOI"). A LOI may be submitted at any time during the year, although they will only be reviewed on a quarterly basis. LOI's should be one (1) to three (3) pages in length, and should include the following:

1. a brief statement of the issues to be addressed, the history and goals of your organization's involvement with these issues;
2. a brief summary of the activities for which you are requesting support, including an outline of your objectives, and anticipated outcomes and implications;
3. the approximate starting date and the duration that the funding will cover;



4. the total amount of funding needed, the amount requested from the Foundation, and information about other sources of support, both assured and requested; and
5. contact information and the EIN for the organization.

The Foundation prefers to receive LOIs via its online grant application process at [www.foreverpinkfoundation.org](http://www.foreverpinkfoundation.org) , but will accept paper copies.

All letters are reviewed to determine if they fall within the Foundation's program foci. Those that do not are immediately declined. Letters that are within the guidelines are then reviewed to determine the following:

1. the priority of the proposed activity within the Foundation's mission; and
2. the impact of the likely results of the activities.

A letter acknowledging receipt of an applicant's LOI will be sent electronically or via First Class mail. If you do not receive this acknowledgement within one (1) month after submission, please contact the Foundation at [grants@foreverpinkfoundation.org](mailto:grants@foreverpinkfoundation.org) . If the Foundation is interested in funding your request, a full proposal must be submitted for final consideration by the deadline date indicated in the chart below.

### **GRANT EXCLUSIONS:**

The Foundation will not accept request for funding from the following:

- a. an individual person or families;
- b. adoption services;
- c. political candidates or organizations;
- d. religious activities, in whole or in part, for the purposes of furthering religious doctrine. Faith-based organizations must provide services to all clients regardless of denomination;
- e. memorials and endowments – not including scholarships;
- f. travel expenses;
- g. non-profit and school-sponsored walk-a-thons, athletic events and athletic group sponsorships other than Special Olympics;
- h. door prizes or raffles;
- i. U. S. hospitals and medical research;
- j. school-affiliated orchestras, bands, choirs, trips, athletic teams, drama groups, yearbooks and class parties;
- k. general operating expenses; and
- l. organizations that do not follow our application procedures.



**PROPOSALS:**

Full proposals will be accepted by **invitation only**. The Foundation prefers to receive applications via its online grant application process at [www.foreverpinkfoundation.org](http://www.foreverpinkfoundation.org), but will accept a paper copy of the Forever Pink Foundation Application Form. The Application form is available for download on our website. To be considered for funding the proposal **must be complete**, including all attachments, by the deadline in the chart below.

The Foundation may request additional information in writing from applicants. We might also consult with persons knowledgeable about the proposed activities. In addition, we welcome your suggestions as to who might be qualified to assist us in our review of the proposal. Finally, as part of our review, we may request to meet with applicants.

Completed applications will be discussed at the next quarterly board meeting of the Executive Board of the Foundation before being presented to the full Foundation membership for approval or denial of the Grant Committee’s recommendation. Applicants will be notified of the Foundation’s decision to approve or deny a grant within two (2) weeks following the full meeting of the Foundation. If a grant is awarded, you will be asked to sign a Grant Agreement that specifies reporting and other requirements.

The Foundation’s annual calendar is as follows: please note that we accept LOIs throughout the year and we strongly encourage applicants to send Letters of Inquires (LOI) **well in advance** of the LOI deadlines. Otherwise, the applicant may find there is not sufficient time to complete a full proposal.

<b>For Letters of Inquiry (LOI) RECEIVED (not postmarked) by:</b>	<b>Invitations to Submit Full Proposals, &amp; Initial Declinations Sent By:</b>	<b>Full Proposals Are Due By:</b>	<b>Grant Decision Meeting Held in the Month of:</b>	<b>Notice of Grant Award or Declination Sent By:</b>
March 1	March 15	April 1	May	June 15
September 1	September 15	October 1	December	December 31

**CONTACT INFORMATION:**

Submit Letters of Inquiry/Applications or any other questions to [grants@foreverpinkfoundation.org](mailto:grants@foreverpinkfoundation.org) or via First Class Mail at:

**Grant Committee  
 Forever Pink Foundation, Incorporated  
 Post Office Box 371494  
 Decatur, GA 30037-1494**