

Baton Rouge Area Foundation

Community Coffee Fund Information for Grant Applicants

Purpose

Community Coffee Company (the “Company”) is the largest family-owned retail coffee brand in the United States. Founded in 1919, the Company’s vision is “To be the best coffee company in America.” The Company also has the vision that children, in areas where the Company has employees and customers, will receive the best education in America.

The purpose of the Community Coffee Fund Committee is to support innovative projects or programs that will measurably improve the results of pre-kindergarten through twelfth grade education.

Eligibility

The Community Coffee Fund will support nonprofit organizations which work to fulfill our vision for children in geographic areas where the Company has employees and customers. The proposing organization must demonstrate that it manages its business operations and finances efficiently and wisely and that its personnel can achieve the expected results.

Grant applicants should keep in mind that priority is given to projects/programs that:

- Have the potential for creating systemic change that raises the quality of education so all children achieve at a higher level.
- Build on the strengths and assets of individual organizations or institutions engaged in the process of school reform.

All proposed projects or programs should:

- Have a high probability of having a favorable impact on student learning.
- Be well defined and well managed.
- Be accountable by measured results.

The Community Coffee Fund encourages collaborative projects/programs which maximize the impact of local resources. There is an expectation that awarded funds will be leveraged or sufficiently matched for sustainable funding.

Grant recipients must submit a final report to the Baton Rouge Area Foundation (the “BRAAF”) for the Company’s Citizenship Committee no later than 12 months from the date of the award to be eligible for future funding. (See Proposal Instructions, Section

II.)

The Community Coffee Fund does not make grants to individuals, private business ventures or partisan political organizations. (See Proposal Instructions, Section IV.)

The applying (applicant) organization, or its fiscal agent, must be tax exempt under Section 501(c)(3) of the Internal Revenue Code. A fiscal agent must submit a letter of agreement. (See Proposal Instructions, Section III.)

Grant Procedure

The Company's Citizenship Committee meets on a semiannual basis to review grant requests.

1. The completed Proposal Summary sheet along with the Community Coffee Fund Proposal and all attachments must be received by BRAF by the application deadline. BRAF ensures that eligibility requirements are met and the proposal is complete.
2. BRAF may contact applicants and may conduct site visits to answer questions regarding the proposal.
3. Eligible applications are submitted to the Company's Citizenship Committee for review and consideration for funding.
4. Applicants are notified of the Company's Citizenship Committee's recommendations in writing. If funded, the applicant will receive an award letter that outlines reporting requirements and any restrictions or terms connected to the grant. After the grantee signs the BRAF Letter of Agreement, a check will be issued to the grantee.

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Community Coffee Fund Proposal Instructions

I. NARRATIVE SECTION

This section should include the following information (no more than three pages):

- History of the organization with an overview of current programs and activities.
- Description of the challenge to be met by the project/program.
- Description of the project, including strategies, measurable objectives and a timetable. Note if the project is a replication of a successful evidenced based model.
- Plan for evaluating the project/program and the desired results.
- Plan for continuing the project/program after the Community Coffee Fund funding ends.
- Provide the percentage of Board Members who give yearly to the organization and the percentage of Board Members who financially support this project.

II. REPORTING REQUIREMENTS

You will be required to provide a written report on your program/project outcomes within thirty (30) days of program/project completion. Complete details will be provided to the grantee at the time of funding.

III. REQUIRED DOCUMENTS

Please provide *only* the requested documents. (Proposal will not be submitted to the Company's Citizen Committee if any requested documents are missing.)

1. Names and qualifications of persons responsible for carrying out the project/program.
2. Project/program budget and budget narrative. Income sources (pending or approved), in-kind contributions, and all budgeted expenses *must* be included.
3. Financial statements including the organization's operating budget, balance sheet, and statements of support, revenue, and expenses for the last completed and current fiscal year.
4. A current Board-approved Strategic Plan.
5. List of Board Members, including the principal occupation of each Board Member and years served on the Board.
6. Board rotation schedule.
7. Letter or resolution from the Board of Directors authorizing the funding request and agreeing to implement the program/project if funded.
8. Copy of the organization's 501(c)(3) Internal Revenue Service's tax-exemption

- letter or a copy of the fiscal agents 501(c)(3) tax-exemption letter.
9. A list of the names of organizations in your area doing similar work. Please note that collaborations are strongly encouraged.
 10. If collaborators are involved, include a copy of the agreement or a letter from your partner organization(s) defining how they will contribute to the project or your organization. Keep in mind that general support letters do not provide sufficient evidence of partnership.

IV. ASSURANCES

Applicants warrant and agree that:

The use of any funds granted by the BRAF shall be used solely for religious, charitable, scientific, literary or educational purposes, as required by Section 170(c)(2)(B) of the Code.

Unless otherwise agreed to by the BRAF in writing the applicant will expend the Grant Funds on or before the project activity end date as noted in the application.

The organization will not: (i) use any portion of the Grant Funds to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, (ii) induce or encourage violations of law or public policy, (iii) cause any private inurement or improper private benefit to occur, (iv) jeopardize the tax exempt status of the BRAF, or (v) take any other action inconsistent with Section 501(c)(3) of the Code.

Applicants should submit the completed proposal (including supporting material), without stapling or binding, to:

Grantmaking Programs
The Community Coffee Fund
c/o Baton Rouge Area Foundation
402 N. Fourth Street
Baton Rouge, Louisiana 70802

Grantmaking Schedule

Grant requests should be received by 5:00 pm (4:00 pm on Fridays) 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:

Application Deadlines:
March 15 and September 15

Notification Dates:
June 1 and December 1

For Further Information

For information about the Community Coffee Fund grant guidelines please call the Grantmaking Department at (225) 387-6126 or toll free (877) 387-6126.