

Baton Rouge Area Foundation



Farrnbacher Memorial Fund Information for Grant Applicants

Purpose

The purpose of the Farrnbacher Memorial Fund, a Field of Interest Fund of the Baton Rouge Area Foundation, is to improve the lives of persons in East Baton Rouge Parish who are in need of eye care and who are financially unable to afford such care. This Endowed Fund was established in 1943 as the result of a bequest from Mrs. Fannie Farrnbacher Cohn. An advisory committee of eye care specialists meets on a semi-annual basis to review grant requests from organizations whose programs address eye care issues for those who cannot afford treatment.

The Fund will support nonprofit organizations in East Baton Rouge Parish. It will provide program grants to support new, creative or beneficial programs; capital fund grants for new construction or major renovations; seed money grants to help start a new organization which responds to eye care need in the community; and bridge grants to sustain good organizations experiencing financial hardship.

Organizations applying for grants should draft a proposal using the following checklist.

Grant Procedure

Organizations applying for grants should draft a proposal using the following checklist.

Proposal Summary: Every application must include a typed summary which provides the following information, in the following order:

- Organization name.
- Executive Director.
- Brief summary of the project (50 words or less).
- Project director.
- Address.
- Phone number.
- Compelling reason for the project (50 words or less).
- Amount requested.
- Area of interest.
- Mission statement.
- Service area.

Narrative Section: The application should be concise and should include the following information:

- Concise history of the organization with an overview of current programs and activities.
- Description of the challenge to be met by the project.

- Detailed description of the project, including strategies, measurable objectives and a timetable.
- Plan for continuing the project once the Foundation's funding ends.
- Plan for evaluating the project.

Attachments: Attachments should include the following information and should be no longer than ten pages:

- Names and qualifications of persons responsible for carrying out the program.
- Detailed project budget and budget narrative, including income sources and expenditures, as well as a list of other requests for funding, including those pending or approved.
- A list of the organization's board members including the board members' principal occupations, a description of the term of office and the rotation schedule for the board.
- 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.
- Statement from the organization's board of directors authorizing the request and agreeing to implement the project if funded.
- Copy of the Internal Revenue Service notice stating that the organization is tax-exempt or a copy of the organization's fiscal agent's 501(c)(3) with a letter from that organization stating its willingness to serve.

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

Grantmaking Programs
 Twanda Lewis, Program Officer
 Farrnbacher Memorial Fund
 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:

May 1 and November 1

Notification Dates:

August 1 and February 1

Reporting Requirement

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.

For Further Information

For information about grant guidelines and deadlines for other funds administered by the Baton Rouge Area Foundation, please call (225) 387-6126 or toll free (877) 387-6126.