

# *Baton Rouge Area Foundation*



## **E.J. and Marjory B. Ourso Foundation** Information for Grant Applicants

### **Purpose**

The purpose of the E. J. and Marjory B. Ourso Family Foundation is to provide philanthropic support for South Louisiana, which has been good to the family over generations. Grant applicants should keep in mind that the Foundation gives priority to projects which build on human initiative and service to mankind. The Foundation will provide grants to support not-for-profit organizations which have new, creative or beneficial projects which respond to challenges in the following program areas: education, healthcare, human services and religion.

The board of directors reviews proposals on a quarterly basis.

### **Grant Procedure**

Organizations applying for grants should include the following information in their proposals.

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

- \* Organization name
- \* Chief executive officer
- \* 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 no longer than three typed pages and should include the following information:

- A concise history of the organization with an overview of current programs and activities.
- A description of the challenge to be addressed by the project.
- A detailed description of the project, including strategies, measurable objectives and a timetable.
- A plan for continuing the project once the Foundation's funding ends.
- A plan for evaluating the project.

**Attachments:** Attachments should include the following information:

- A copy of the Internal Revenue Service letter of determination stating that the organization is tax-exempt, or a copy of the organization's fiscal agent's letter of determination along with a letter from that organization stating its willingness to serve as fiscal agent.
- A statement from the organization's board of directors authorizing the request and agreeing to implement the project if funded.
- 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.
- The names and qualifications of persons responsible for carrying out the program.
- A detailed project budget and budget narrative, including income sources and expenditures, as well as a list of proposed funders.
- 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.
- Supporting materials, such as reports, brochures and news articles.

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

#### **Grantmaking Programs**

Mr. Jesse P. Arboneaux, President and Chief Executive Officer  
E. J. and Marjory B. Ourso Family Foundation  
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 16, June 15, September 15

##### **Notification Dates:**

June 1, September 1, December 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.