



## OPPORTUNITY FUND APPLICATION

### Grant Application Checklist

Please use the checklist below to determine whether the application is complete. We must receive all the information listed below to consider your grant proposal. **Proposals will not be considered unless all of these materials are received by 5:00 p.m. on the first day of the month.**

- Cover Sheet** (see below) with contact information and a summary of the key points of the proposal.
- Proposal narrative** (no more than 2 pages), answering all the questions listed below.
- Current or next year's financial information:**  
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.
- Internal Revenue Service letter:**
  - A copy of your organization's IRS letter granting it tax-exempt status;
  - Or*
  - A copy of your 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.

### Proposal Narrative Questions

*Proposals should not exceed a maximum of 2 pages and should be sent by email. Please use at least 1" margins and 12-point type. Numbers in parentheses are suggested space limits.*

1. Please give a **brief history of your organization**, including why it started, recent activities, and accomplishments, and its mission. (approx 1/4 page)
2. 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 1/4 page)
3. Who is the **community or constituency** that is most affected by the problem? Include geographic boundaries if there are any. (approx 1/4 page)
4. Describe the overall **strategy or approach** of your organization to resolve the problem. (approx 1/4 page)
5. Why is the current project a **priority** for your organization at this time? How does this project fit into your organization's long-term strategy? (approx 1/4 page)
6. What are the **expected activities and outcomes** of the proposed work? Include a timeline and any publicity or outreach plans as well as expected results and accomplishments. (approx 1/4 page)

*(Revised November 2014)*

## GRANT APPLICATION COVER SHEET

Name of Organization: \_\_\_\_\_

Office Address and Zip Code: \_\_\_\_\_

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 and Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact's Phone: \_\_\_\_\_ Contact's Email: \_\_\_\_\_

**Fund Category** This application can ONLY be used to apply for an *Opportunity Fund* grant. For an application to apply to the *Phoebus Criminal Justice Initiative*, *Future Fund*, or *Racial & Economic Justice Fund*, please see our website: [www.breadrosesfund.org](http://www.breadrosesfund.org).

**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?

20\_\_ \$

20\_\_ \$

20\_\_ \$

**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 & 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 your project. Please use the proposal you originally submitted to Bread & 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  
 Opportunity Fund  Donor Advised (1% Fund, discretionary, etc.)

**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 community organizing 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 Philadelphia region.

Formerly the People's Fund, Bread & Roses has distributed over \$10 million since 1971 to grassroots organizations. In addition to grantmaking, Bread & Roses also provides technical assistance 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 by the deadline. 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 Do 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:

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

## 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 - \$10,000

DO NOT USE THIS APPLICATION to apply for a Racial & Economic Fund, Future Fund, or Phoebus Criminal Justice Initiative grant. See website for appropriate application [www.breadrosesfund.org](http://www.breadrosesfund.org).

**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 - \$6,000

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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: \$1,000-\$6,000

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**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: Up to \$500

Deadline: 1<sup>st</sup> day of each month

**Proposals must be complete (see checklist) and submitted electronically to [grants@breadrosesfund.org](mailto:grants@breadrosesfund.org) by 5:00 p.m. on the first day of the month.**