



A fund honoring parents, grandparents, and mentors
by supporting programs and services for older adults.

October 6, 2011

We are pleased to provide the attached Grant Application Form and guidelines for the Thanks Mom & Dad Fund®. Proposals will be accepted from aging programs and service providers in the State of Georgia for the 2011 grant awards.

The Grant Application must include a cover letter, a completed Agency Information Form (including a list of Board members & composition), a short (maximum 2 pages) narrative proposal, a 125 word summary and copy of the IRS 501(c)(3) letter of designation.

Page one (1) of the Grant Application *Agency Information Form* is short and simple and must be fully executed. This page is to provide a snapshot of the organization's current and proposed operations and may be typed or handwritten. Page two (2), the Grant Application *Narrative Form*, offers an outline to be used as the basis for the proposal narrative which carries the most weight. This is an outline to follow and you do not have to use the form. There is a two (2) page maximum and text must not be less than twelve (12) point font with no exceptions. It should fully explain the intent and implementation of the proposal.

The narrative is not to be confused with the *short summary* (up to a maximum of 125 words) that is required to serve as a file record and must be included separately. While this brief statement is required for reviewers to quickly understand the purpose and intent of the proposal, it is not weighted for consideration of an award.

Applicants must submit a copy of the IRS letter of designation of 501 (c)(3) status and a checklist of all required forms is attached.

The forms are downloadable and must be submitted to this office no later than 5:00 p.m. on **November 3, 2011**. The grants will be awarded in late December for a one year period only.

The Thanks Mom & Dad Fund® is committed to honoring parents, grandparents and mentors by supporting programs and services for older adults, including the homebound elderly.

Please feel free to contact us at 404-463-3222 if you need assistance or have technical questions. A list of frequently asked questions will be posted on the website at www.thanksmomanddadfund.org. We look forward to receiving your proposal.

Sincerely,

Maureen Kelly
President



THANKS MOM & DAD FUND® 2011 GRANT APPLICATION

The Thanks Mom & Dad Fund® honors parents, grandparents and mentors by supporting programs and services for older adults, including the homebound elderly.

APPLICATION DEADLINE

NOVEMBER 3, 2011 no later than 5:00 p.m.

AWARDS

Vary in amounts from \$2,000 to \$10,000 (The majority of past awards have been between \$2,500 and \$6,000.)

ELIGIBILITY

Eligibility for the 2011 grant cycle requires that your organization must:

- Have 501(c)(3) status from the Internal Revenue Service; and
- Provide programs and services for older adults age 55 and older and/or caregivers in the State of Georgia.

CRITERIA

Preference in funding is given to proposals for programs and services that have a direct impact on the lives of older adults 55+ and demonstrate:

Purpose:

- Clearly describe the program or project and articulate how grant funds will be used to serve older adults 55+, including those at risk.
- Include innovative or proven strategies that offer creative solutions without duplicating other efforts.

Capacity:

- Provide evidence of sound management and administration, including a clearly defined and effective governance structure and financial systems;
- Document capacity to mobilize resources including financial support, in-kind support, partnerships and volunteers to sustain programs where appropriate.
- Demonstrate organizational expertise in delivering quality programs and services.

Needs & Impact:

- Provide evidence of careful planning to address community needs.
- Include a statement regarding projected outcomes as a result of the grant.

Sustainability:

- Indicate ability and commitment to continue program when grant year ends if ongoing program.

Diversity:

- Provide evidence of inclusion and diversity of people of different genders, races and backgrounds in planning, program implementation, governance and organizational decision-making.

Budget:

- Provide a budget statement that clearly demonstrates appropriate allocation of resources.

REPORTING REQUIREMENTS

Grant recipients must submit a final report within 12 months following the grant award.



2011 GRANT APPLICATION AGENCY INFORMATION FORM

Organization : _____

Executive Director: _____

Mailing Address: _____

Email Address: _____ Website Address: _____

Contact: _____ Phone: _____

Amount Requested/Project Budget: _____

Organization Budget: _____

Date of 501(c)(3) certification: _____ Federal Tax ID#: _____

ORGANIZATION *(Please be brief and use this form and only the space provided below.)*

1.1 Mission Statement & History:

1.2 Board of Directors: *Please attach a separate list of Board members indicating gender, race, professional and civic affiliations.*

1.3 Current Programs: *Use bullets to list the organization's programs with a phrase to describe each.*

1.4 Population currently served by the organization: *Include diversity/race, gender and age category (55-65, 65-84, 85+ or all) and other characteristics as necessary to describe client base.*

1.5 IF different, population you propose to serve with this grant: *Include diversity/race, gender and age category (55-65, 65-84, 85+ or all) and other characteristics as necessary to describe client base.*



2011 GRANT APPLICATION PROPOSAL NARRATIVE

PROPOSAL/PROGRAM DESCRIPTION *The following outline is the basis of the narrative. All items must be included in your narrative description. Please use numerals or title each section. Narrative is limited to two (2) pages with no less than twelve (12) point text. You may use 2 blank sheets of paper for narrative.*

2.1 The Issue: *Describe the issue/situation the grant will help address.*

2.2 The Strategy: *State specifically how the grant will help address the issue/situation, including projected outcomes.*

2.3 The People: *Describe the clients who are the focus of the proposal.*

2.4 The Partners: *List partners or other entities who are committed to this project/program.*

2.5 The Grant: *How will grant funds actually be spent?*

2.6 The Future: *The foundation does not commit to continued funding. Indicate plans to continue funding support if appropriate.*



THANKS MOM & DAD FUND®
GRANT APPLICATION CHECKLIST

An original plus ten (10) copies of all documents on this checklist must be submitted with grant application in the order below:

- _____ Cover Letter signed by Board President and/or Executive Director
- _____ Agency Information Form – use the one-page form.
- _____ Descriptive narrative of the proposed project for which you are seeking funding.
Maximum two(2) pages using no less than twelve(12) point text, using numerals or titles.
May use 2 sheets of blank paper for narrative.
- _____ Proposal summary limited to 125 words
- _____ List of the organization's Board of Directors, including race, gender, professional and/or civic affiliations
- _____ Copy of organization's 501(c)(3) certification status by the IRS
- _____ Financial information including:
 - _____ Budget for program/project including sources of income and budget narrative
 - _____ Copy of previous year's annual income and expense statement
- _____ Original PLUS ten copies (=11) of all of the above

RETURN TO:

THANKS MOM & DAD FUND®
40 Courtland Street, NE • Atlanta, Georgia 30303
404.463.3222