



Ribbons of Pink Foundation Fund
A fund of the Greater Kansas City Community Foundation

**Grant Application
Information & Instructions**

I. History & Mission Statement

The Ribbons of Pink Grant Fund ('Fund') was established in 2004 by the Ribbons of Pink Foundation ('ROP') as a stand-alone organization. In 2005, ROP transitioned from a stand-alone organization and became a Fund of the Greater Kansas City Community Foundation. The mission of ROP is to *Promote Breast Health & Support Young Breast Cancer Survivors*.

The purpose of the Fund is to extend financial support to non-profit, public charities/organizations in the United States that offer programs that support the all or a portion of the ROP mission.

ROP defines a non-profit organization as one that is recognized by the IRS as a 501 (c) (3) publicly supported organization.

II. Grant Requirements & Restrictions

- A. Only organizations that will provide services in the United States may receive a grant.
- B. No grants will be made, directly or indirectly, to support the arts or to organizations which support the arts.
- C. No grants will be made, directly or indirectly, for the purchase or financing of land, or for the purchase, financing, construction, maintenance, renovation or operation of buildings or improvements of any kind.
- D. No grants will be made to individuals.
- E. The Fund does not make loans.
- F. ROP will not consider capacity building requests.
- G. There is no limit on the number of grant requests that may be submitted by a single organization; one application must be submitted *for each program* for which funding is being requested.
- H. Organizations may be funded only twice in a 12-month period and grants will be made for no more than one year at a time. No grants will be made to current grantees until their final report has been received.
- I. ROP will not make grants to organizations that in turn grant the money to other organizations.

III. Areas of Interest

ROP is interested in funding organizations in areas that support and carry out the ROP mission. Outlined below are categories that fall within its mission. ROP will not consider any grant application that does not directly accomplish all or a portion of the mission of ROP.

A. Programs

ROP Fund will consider any grant request related to programs that accomplish the mission of the Ribbons of Pink Foundation. Program operational costs, of up to 15% of the request amount, may be included in a program request. Below are areas of interest to the Fund.

1. *Promoting breast health* through education programs, public presentations, public service announcements and literature.
2. *Supporting young breast cancer survivors* in innovative ways through support programs or conferences, health programs including alternative supportive therapies meeting physical and emotional health needs, family support programs, chat rooms, etc.

IV. Application Process

A. The Application

Potential grantees must submit a **TWO PAGE, one side only** grant request, the contents of which are described below.

The grant application may be obtained by downloading the application at www.ribbonsofpink.org, or via telephone request, and the application will be mailed to the requestor.

The completed application and the requested attachments can be sent via e-mail to grants@ribbonsofpink.org or the request can be mailed to the Fund's address:

Ribbons of Pink Foundation Fund
c/o Greater Kansas City Community Foundation
1055 Broadway, Suite 130 Kansas City, MO 64105

Please do not request a signed receipt.

1. On the **first, one-sided page**, provide the following information.
 - a. The organization's name, address and website address.
 - b. The name of a contact person, their title, phone number, fax number and e-mail address.
 - c. Tax identification number (EIN).
 - d. The mission of the organization. The purpose or objective of the organization, if not so stated in the mission.
 - e. The organization's board of directors; include the officer titles, and their professional or volunteer affiliation.
 - f. The length of time the organization has been in operation. Include the year it was founded.
 - g. The organization's target population. The service(s) the organization provides and the number of people the organization serves.
 - h. The geographic area the organization serves.
 - i. The name of the CEO/Executive Director, if different than the contact person.
 - j. The number of staff, indicate whether full or part time, and the number of volunteers working for the organization.
 - k. The organization's current operational budget.
 - l. For the past fiscal year, (new organizations may use the current fiscal year) state the amount and percentage the following revenue sources contributed to the organization's operating budget.
 - Federal, State or Local Government
 - Individuals
 - Foundations (state the names of each Foundation)
 - Corporate Donors (state the names of each corporate donor)
 - United Way
 - Membership Dues
 - m. Other information about the organization, not previously asked, that you want to communicate to ROP.

2. On the **second, one-sided page**, provide the following information specific to the grant request.
 - a. Describe in detail:
 - The purpose of the grant (what does the organization want to do)?
 - How much money is the organization requesting? How will the money be spent? On the organization's letterhead, attach a detailed capacity or program budget specific to this grant request.
 - What geographic area(s) will benefit from this grant?
 - Who will it impact? Describe the target population and how many will be served. Why is it needed and how does this request meet the need? If it is a program, why is it not duplicative of existing programming in the community, or how does the need exceed existing services?
 - The expected outcomes and how it will be evaluated?
 - b. Are you collaborating with other organizations on this project?
 - c. Have you submitted this request to other potential funders and if so, how have they responded?
 - d. Other information about this request you want to communicate to ROP.
3. Provide the following:
 - a. One (1) packet of the documents outlined below. Each packet shall be stapled together and contain only the following documents:
 - the grant request, (the two pages referred to above);
 - the program or capacity budget specific to this grant request, on the organization's letterhead; and
 - b. In addition to the packet, provide one (1) copy only of the items set forth below. Do not staple these documents to packets referred to in 3(a).
 - the organization's board approved current annual budget;
 - the organization's most recent IRS Form 990; and
 - the organization's 501(c)(3) tax exempt status letter.

B. Grant Request Review Process

The ROP Board will review grant applications once a quarter. Grant applications may be submitted via email or regular mail on a rolling basis throughout a given year. Applications will be reviewed for completeness, and applicants will be notified if more information is needed prior to the final Board review.

1. Preference will be given to grant requests in which:
 - a. the mission of ROP is valued in the organization;
 - b. the organization is consumer-driven in its service delivery;
 - c. the organization's programs and services are outcome-oriented;
 - d. the organization collaborates with other organizations to address the problem or concern.
2. The ROP Board also considers the following in its decision making process.
 - a. Whether the request is aligned with ROP's mission.

- b. The size of the organization's annual budget. ROP prefers to assist small and medium sized non-profit organizations.
- c. Sustainability of the organization and the program and whether or not it is cost effective.
- d. The organization's history or record of providing the services or implementing the program.
- e. Board Members' commitment to the success of organization.

Applicants will be notified in writing within 90 days, of the status of their requests. All organizations receiving grants will be acknowledged in the ROP Fund annual newsletter.

If you need assistance with the application or the process or would like additional information please contact the organization via e-mail at grants@ribbonsopink.org or visit our web site at www.ribbonsopink.org.