

ELLA WEST FREEMAN FOUNDATION APPLICATION FORM

Please note change in application process effective January 1, 2011

In evaluating requests, the Ella West Freeman Foundation gives special consideration to organizations in the Greater New Orleans area. Within the New Orleans area, the Ella West Freeman Foundation supports a variety of programs in the fields of civic affairs, community development, the arts, education and human resources. Priority is given to funding for specific projects or programs incorporating well-defined objectives and timetables and promising broad public benefits. They are usually given for a period of time not exceeding two years. Longer term projects will usually require evaluation for further funding.

Capital projects are considered for organizations with strong records of community service. They must demonstrate true need for the proposed facility and they must also provide a credible fund-raising plan as well as demonstrate the capacity to maintain the building and facilities once they are in place.

Sustaining grants to organizations are given a lower priority. Ordinarily, no operating support is considered for organizations supported by community giving campaigns such as the United Way and the Archbishop's Community Appeal.

The Foundation now requires completion of the attached Proposal Summary Sheet stating the intent of your request prior to submission of a full proposal. The deadline for submitting this required form is January 20 or September 1. The form may be submitted by email, fax or USPS but must be received in our office by 5pm of the due date to be considered.

Submitting organizations will receive notification by email no later than February 1 or September 15 whether or not they have been approved to submit a full proposal to the Foundation. If approved, the deadline for submitting a full proposal is March 1 or October 15. Proposals must be physically in our possession on the deadline day, but the earlier we receive them the more carefully we can review them.

Decisions regarding grants will be made only at regularly scheduled meetings of the trustees which are usually held twice a year in the spring and fall. Interviews will be conducted only at the initiation of the Foundation.

GENERAL INSTRUCTIONS FOR FULL PROPOSALS

- ◆ Please type and single-space all proposals.
- ◆ Please answer all of the questions in the order listed.
- ◆ Please use the headings, subheadings, and numbers provided.
- ◆ Please submit **two** complete copies.
- ◆ Please do not include any materials other than those specifically requested at this time.
- ◆ Please do not send videotapes, DVD's, or CD's.
- ◆ Please do not bind, staple, or paperclip any part of your application.

Proposals should be sent to:

Louis M. Freeman, Chairman
The Ella West Freeman Foundation
6028 Magazine St., New Orleans, LA 70118
(Tel) 504-895-1984; (Fax) 504-895-1988

**ELLA WEST FREEMAN FOUNDATION
GRANT PROPOSAL SUMMARY SHEET**

Name and Address of Organization		Date
		Telephone
Names and Titles of Individuals Submitting Request	Email Address	United Way/ACA/Gov't. Support
Amount Requested \$	Total This Project/Program \$	Total Organizational Annual Budget \$
Brief title (One Sentence)		Dates of Project/Program
<p>Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made. (150 word maximum)</p> 		
Others being solicited for this project/program.	Amount Requested	Amount Received
Subject Focus (Program Area)	Group Served (refer to I.A.4. of Grant Proposal Format)	Type of Support Requested (i.e. Operating, Capital, Start-Up, etc.)
_____ Signature of Board Chairman	_____ Signature of Executive Officer	
_____ Print Name	_____ Print name	
For Grantmaker Use		
Date Received	Proposal Identification Number	