



**INSTRUCTIONS for REQUESTING FUNDS from the  
ROYAL ROSARIAN FOUNDATION a 501(c)(3) Organization  
FY 10/1 - 9/30**

**Applications must be received prior to July 1** to be considered for disbursement after October 1. Please complete the Use of Funds Report by July 1<sup>st</sup> of the following year. Should another grant be applied for, note any changes from those in the original Grant Request.

**FUNDING CRITERIA**

Requests should refer to one of the following Strategic Objectives of the Royal Rosarian Foundation:

1. To support programs for youth, with preference given to programs that offer educational and personal enrichment to at-risk children.
2. To preserve the history and traditions of the Royal Rosarians, the Portland Rose Festival, the Portland Rose Society and the City of Portland.
3. To engage in fundraising events that simultaneously supports their charitable activities while increasing their investments to an amount that endows their charitable giving activities.
4. To promote cultivation of the Rose and its significance to the Royal Rosarians.
5. To inspire the public with a sense of pride in a greater community.

**ELIGIBILITY**

The geographical area for Foundation Funding is the areas within Multnomah, Clackamas, Washington and Columbia Counties in the State of Oregon, and Clark County in the State of Washington.

Applicants must be public educational institutions or a currently constituted 501(c)(3) organization. Programs or projects of the Royal Rosarians or affiliate organizations that are for public benefit are eligible. Proposals or applications from individuals will not be accepted.

**IRS LETTER**

If you are a 501(c)(3) organization, please submit a current IRS Determination Letter with the Grant Application Form. An updated Determination Letter can be obtained by calling the IRS Cincinnati Office toll-free at 877-829-5500 with your organization's name and EIN. The IRS will prepare a new letter and fax it immediately, with a hard copy to follow by mail.

**SUBMISSION FORMAT**

Please refer to the Royal Rosarian Foundation **Grant Application Form** for submission instructions.



## GRANT APPLICATION FORM

1. Please review the INSTRUCTIONS for REQUESTING FUNDS that precede this form
2. Complete this form and attach any requested supplemental information
3. When completed, sign, scan, and email form to: [info@royalrosarianfoundation.org](mailto:info@royalrosarianfoundation.org)
4. Application is due no later than July 1st of each year

Date:	Name of requesting organization:		
Mailing Address:			
City:	State:	Zip:	Federal ID Number (EIN):
Phone Number:	Fax Number:		
Primary Contact & Phone Number:	Position Title:		
Email:	Website:		
Type of activity to be funded:			Start date for funding:
Name of overall project:			
Requested amount for this activity:	Total project cost:		
Duration of this activity:	Duration of entire project:		
Which Royal Rosarian Foundation Strategic Objective is relevant to this request?			
What percent of requested funds will go towards your organization overhead?			
Other organizations participating in this activity?			
When was this funding request approved by your organizations governing board?			

<p>Describe the proposed activity to be funded, including goals and objectives, target audience, and manner of execution:</p>
<p>What results or outcomes are expected? How are they evaluated and measured? Expected date of completed evaluation?</p>
<p>Please tell us generally about your organization's history, objectives and recent accomplishments. Feel free to mention setbacks or impediments, and how they were dealt with.</p>
<p>What are your organizations long term sources/strategies for funding, if any?</p>
<p>Does your organization subscribe in writing to the following Anti-discrimination Policy?</p> <p>The organization requesting this funding shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation or military status in ay of its activities or operation. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, of vendors and provision of services.</p> <p>Circle one: YES or NO</p> <p>Submitted by _____ Title _____</p> <p>Signature _____ Date _____</p>



## REPORT OF USE OF FUNDS

To: The Royal Rosarian Foundation  
P.O. Box 8956  
Portland, OR 97207

We understand this Report of Use of Funds is required for further funding, and is due no later than July 1st of each year.

1. Our Organization \_\_\_\_\_, received \$ \_\_\_\_\_ in \_\_\_\_\_ (month), \_\_\_\_\_ (year) in order to advance our charitable purpose of \_\_\_\_\_.

2. We used these funds in the following areas or projects, in the amounts indicated, for the beneficiaries indicated: (Attach additional sheet if needed)

A. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

B. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

C. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

3. There are funds remaining in the amount of \$ \_\_\_\_\_

Thank you for your assistance and future consideration.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

March 2018