Intro & Tips

Introduction

Thank you for your previously submitted Letter of Inquiry (LOI) to The Ralph M. Parsons Foundation. For your convenience, some of the Full Proposal application fields are pre-populated with information submitted through your LOI. You are welcome to review and edit these fields as needed, but this is not required.

As a reminder, your Full Proposal is due by the date shown below. If you have questions or need additional time to complete the application, please email us at grantsadmin@rmpf.org.

Your Full Proposal Deadline

You may submit your Full Proposal until midnight on this date.

Helpful Tips

1. Add mail@grantapplication.com and noreply@yourcause.com to your safe senders list to ensure you receive all system communications. The Foundation can be reached at grantsadmin@rmpf.org; we do not receive messages sent to mail@grantapplication.com or noreply@yourcause.com.
2. Click "Manage Applicants" in the upper-right corner of the application to (1) invite additional applicants to work on your application and (2) set their permissions. Only one applicant may access the application at a time; please coordinate accordingly.
3. Download a Word document version of this application from our "How to Apply" page and use this to prepare your answers. When you are ready, transfer your answers to the application portal. We recommend against drafting your answers directly in the portal to avoid losing work due to potential internet interruptions.
4. Avoid using the back button in your browser to navigate through the application. Instead, use the "previous" and "next" buttons, and only click "SUBMIT" once you have reviewed and are ready to send in your application.
5. You can download a PDF version of your application responses to date by clicking "Download" in the upper-right corner of the application.
6. If you already submitted a document with your LOI, then you do not need to resubmit that document unless you have an updated version.

Contact Information

Organization Name *

Legal Name of Organization *
or fiscal sponsor, if applicable

Tax ID *

Mailing Street Address *
Type your address in the field to search for and select it. If your address does not appear, select "Can't find your address?" to add it manually.

Website

Organization Primary Contact (President/CEO/Executive Director) *
To add a contact, select "+ Add new" in the upper right, and complete the fields.

Prefix	First name	Last name	Suffix	Email address	Office telephone	Office extension	Mobile telephone	Title

Request Primary Contact is Same as Organization Primary Contact
Please check this box if your request primary contact is the same as your organization primary contact.

Request Primary Contact *
If <u>same</u> as above, please check box and do not enter information a second time.
To add a contact, select "+ Add new" in the upper right, and complete the fields.

Prefix	First name	Last name	Suffix	Email address	Office telephone	Office extension	Mobile telephone	Title

Organizational Overview

Please tell us more about your organization's work. We encourage concise responses, and suggested word counts are provided as a guide.

Mission Statement *

Your organization's history, including year founded *
Suggested word count: 250.

Summary of current programs and services, including number of people served in the past year *
Suggested word count: approximately 500. Bulleted descriptions are acceptable.

Target population and geographic area served across all programs *
Suggested word count: approximately 250.

Annual Operating Expenses *
Enter your organization's total operating expenses from the most recently completed fiscal year audit or IRS Form 990.
If your organization has a fiscal sponsor, please enter the operating expenses for your organization, rather than your fiscal sponsor.

Number of paid staff (full- and part-time) *

Does your organization have a fiscal sponsor? *
If your organization has a fiscal sponsor, please select "True" from the dropdown menu. Otherwise, select "False."

<u>For Fiscally Sponsored Organizations</u>

If you have a fiscal sponsor, please complete this section.

Fiscal Sponsor Organization Name *

Fiscal Sponsor Contact Email
If a grant is approved, we can copy your Fiscal Sponsor on the email containing your grant agreement. Please include the appropriate email here.

Fiscally Sponsored Organization Year-End Financial Statements *
Please attach year-end financial statements (statement of activities and statement of financial position) for your organization/project (not your fiscal sponsor).

Fiscal Sponsorship Agreement *

<div align="center"><u>**Proposed Grant Scope**</u></div>

Please share the scope of the proposed grant. We encourage concise responses, and suggested word counts are provided as a guide.

<u>Request Information</u>

Request Amount *
This reflects the amount invited by the Foundation. Any change to the request amount from your Letter of Inquiry is due to our financial constraints.

Type of support requested *
- *General operating support is unrestricted funding.*
- *Program support can fund specific projects or programs.*
- *Capital support can fund construction, renovation, or equipment.*

Intended purpose/project title *
This reflects the purpose/project title invited by the Foundation.

Please select the age ranges for the individuals this grant would serve. Select all that apply. *
- [1] Infants & Young Children (0-5)
- [2] Children (6-12)
- [3] Adolescents (13-17)
- [4] Young Adults (18-24)
- [5] Adults (25-64)
- [6] Older Adults (65+)

Please select the Service Planning Areas (SPAs) of Los Angeles County this grant would serve. Select all that apply. *
- SPA 1
- SPA 2
- SPA 3
- SPA 4
- SPA 5
- SPA 6
- SPA 7
- SPA 8

To help us understand the context of your proposed grant scope, what are your organization's plans and key priorities for the years ahead? *
Suggested word count: approximately 500.

Please share your outcomes and impact data from the past year, focusing on Los Angeles County. *
Suggested word count: approximately 250. Bulleted descriptions are acceptable.

For Capital or Program Support Requests Only

Description of capital project or program for which funds are sought *
Suggested word count: approximately 500.

Itemized Project Budget *
Please include revenues (confirmed and prospective sources itemized) and expenses.

For Capital Requests Only

Current status of the project, including construction progress (if applicable) and total funding raised to date *
Suggested word count: approximately 50 to 100.

Timeline for capital project *
If you prefer to attach your timeline, please type "See attachment" and use the field below.

Attachments

For your convenience, previously submitted attachments are included here. **Please review carefully, and attach UPDATED versions of any documents as needed.** The Foundation will have access to all original files submitted with both your LOI and Full Proposal applications.

Please make sure that your documents are not password protected. If you encounter issues uploading and/or your files are too large, please email grantsadmin@rmpf.org.

1a. Board of Directors
Names and business/professional affiliations only; no personal addresses or full biographies please.
If your organization is based outside of Los Angeles County, please mark Los Angeles County-based Board members with an asterisk.

2a. IRS Form 990 for the Most Recent Fiscal Year
Please include Schedule B and all other schedules/attachments.

3a. Audited Financial Statement for the Most Recent Fiscal Year
The Parsons Foundation requires audits for organizations with over $1 million in expenses. *Organizations with less than $1 million in expenses should submit unaudited year-end financial statements, or an accountant's review or compilation.*
If your financial statements are multiple documents, please combine into a single PDF before uploading.

4a. Funders
List of institutional funders (e.g., foundations and corporations), including amounts contributed, for the current and most recent fiscal years
For capital and program requests, please also specify funders and amounts raised for the capital project or program.

5. Leadership Biographies *
Resume or bio of your chief executive. If your organization is based outside of Los Angeles County, please include resume or bio of local leadership as well.
If your resumes or bios are multiple documents, please combine into a single document before uploading.

6. Current Operating Budget for the Organization *
Please itemize revenues and expenses.

Other
At your discretion, you may use this space to share up to five additional attachments.

Additional Attachments

Please upload the additional attachment(s) below, **if applicable to your organization**.

Recent Year-End Financial Statements
If the audit is not ready for your most recently completed fiscal year, please attach unaudited year-end financial statements (statement of activities and statement of financial position).

Los Angeles County Budget (for Statewide or National organizations)
Please include revenues and expenses.

Advisory Board
***If you are a fiscally sponsored, statewide, or national organization**, please attach your advisory board roster. If your organization is based outside of Los Angeles County, please mark Los Angeles County-based members with an asterisk.*
Names and business/professional affiliations only; no personal addresses or full biographies please.

Payment Information

All grant payments are made electronically. By sharing banking information at this time, we can move more expeditiously on your payment if your grant request is approved.

Name of Bank Institution

Bank Contact Person (First and Last Name)

Bank Contact Phone

Contact Information for your organization's CFO/Director of Finance/Controller

To add a contact, select "+ Add new" in the upper right, and complete the fields.

Prefix	First name	Last name	Suffix	Email address	Office telephone	Office extension	Mobile telephone	Title

Bank Letter

Attach payment instructions that include: name of banking institution, organization account name, routing number, account number, bank representative name and contact information, and organization finance staff name and contact information.
Please refer to the sample bank letter included in your full proposal invitation email.

Next Steps

We Welcome Your Feedback (Optional)
We welcome any feedback you would like to share, including what you found helpful and what could be improved.
We appreciate your input, and any comments you share will not affect the review of your application.

Next Steps
Please review your completed application before submitting. You will receive an automated confirmation email upon submission. If you wish to save a copy for your records, you can download a PDF of your completed Full Proposal on the application page.

During the review process, you may be contacted for further information and/or a site visit. A site visit is an in-person or virtual meeting between a Foundation staff member and representative(s) of your organization, which helps us learn more about your work. A site visit is scheduled for typically between one and two hours, often during one of the following timeframes: 10 a.m. – 12 p.m. (noon), 1 p.m. – 3 p.m., or 2 p.m. – 4 p.m. If applicable, we like to see programming in action and can meet outside of these times.

Please allow up to six months after submitting your Full Proposal before a funding decision is made, due to the large number of requests awaiting consideration. If questions arise during the review period or you have updated documents to share, email us at grantsadmin@rmpf.org or call 213-362-7600.

Thank you for your application. We look forward to reviewing your proposal.