

FRENCH AMERICAN CHARITABLE TRUST Funding Guidelines

Statement of Purpose:

The French American Charitable Trust (FACT) is a family foundation that provides funding to organizations that address fundamental inequalities and injustices in our society. We believe all people are created equal and individuals are entitled to basic living standards and equal opportunity; we believe all individuals have the right to be treated justly and fairly; we believe all individuals deserve a voice in decisions that affect them and their communities; and, we believe individuals and institutions, both public and private, should be held accountable for their actions.

FACT supports programs that address root causes of societal problems -- disenfranchisement, unequal participation in decision-making processes, powerlessness, and inequality in opportunity and quality of life. We provide financial assistance primarily to groups working for systemic change, with a focus on **prevention** rather than remediation.

FACT believes that long-lasting, progressive social change occurs when individuals realize their power to influence the decisions that affect them, their families and their communities. Therefore, our giving program centers on funding community organizing. Prioritizing a community-based organizing model, we look for groups that have accountable, democratic structures and that are committed to building public involvement in the decision-making processes affecting their constituencies. Community members are their own best advocates. Individuals organized together can speak in one voice to demand representation and hold their elected representatives accountable. Helping citizens become leaders is the best way to create access to social and economic resources and political power for those who are disenfranchised. We are particularly interested in projects that focus on individuals and communities that have traditionally been ignored or denied power. We will not support organizations that "do" for others, but, rather, we will support groups that help people recognize what they can "do" for themselves.

We have one broad program area for our funding: **Social, Economic and Environmental Justice**. Our funding is broken down into three inter-related funding strategies.

- **Community Organizing & Intermediaries** – these funds support organizations that focus on multi-issue and multi-community organizing, activism and public policy advocacy including:
 - Multi-issue community-based organizations
 - Intermediary organizations that support community organizing and multi-sector coalition-building

- **Capacity Building** – these funds provide technical assistance and training for our grantees to help them be more effective. This program includes:
 - Non-profit technical assistance providers
 - A pool of organizational development consultants that work with our grantees on management and governance issues
 - A discretionary fund that provides small organizational development grants for strategic planning, trainings, workshops, hiring consultants, etc.
 - Three-year organizational development grants for organizations ready to take their organizations to the next level

- **Collaboration** – these funds support organizations that seek to build cross-sector collaborations and coalitions with unlikely allies with the goal of having a major impact in a given issue or policy area.

Grantmaking:

FACT makes grants to organizations that identify and work on root causes of problems and that approach issues with a commitment toward long-term systemic change. We look for programs with a clear social change agenda and a strategic plan for achieving the organization's goals. The foundation believes that true social *change* can only occur through the efforts and commitment of a broad base of the public. Therefore, our funding priorities favor organizations that are building a strong organizational power base, with an emphasis on leadership development.

Our funding and Spend Down:

In 2004, the Board of Directors decided to completely distribute its endowment no later than 2016. 2010 will be our last year of active grant making in the U.S. In 2011, FACT will be focusing on tapering down its U. S. grantees and providing additional capacity building until the foundation ends its U.S. operations around 2012.

A potential FACT grantee must meet the following criteria:

- Work closely with other FACT grantees in California or the Southern U.S.
- Be rooted in the community, with an emphasis on supporting the involvement of affected communities or an intermediary that works with community-based groups
- Be multi-issue
- Focus on building the political power of its members and community
- Be accountable to partners and constituents;
- Employ multiple strategies — policy and advocacy, research, political education and organizing, electoral work, litigation, and/or coalition building
- Work in cross-sector partnerships
- Demonstrate it has a leadership development plan for its members
- Work locally, with a regional or national perspective and a long-term vision for moving to the next level
- Implement its mission with a clearly articulated strategy
- Emphasize political education for its members
- Institute a strong management infrastructure that includes developing secondary leaders within the staff
- Show the capacity to sustain its work
- Situate its work in a global context

All funding decisions are made by the board of directors. Grants generally range from \$30,000 to \$100,000. Although most grant commitments are for a one-year period, we are strongly committed to a long-term funding strategy. Most of our grantees can expect to receive funding for a minimum of three to five years. In addition to general support, FACT is also committed to supporting the development of both the internal and external strength of our grantees, and we have discretionary funds available for emergencies, travel, or program-related expenses. If you are a FACT grantee, you can contact our staff for more information on our discretionary funds. In addition to our specific program areas, the foundation makes a number of donor-advised grants each year that reflect the individual interests of family members.

Our grant making approach means that our grants list changes very little, and that most of our funding is already allocated from one year to the next. *For this reason, we do not accept unsolicited grant proposals.* We feel strongly that it is unfair to groups to give the appearance of having an open grants process by accepting unsolicited proposals, when in fact our grants pool is largely unchanging.

If, after reading these guidelines, you feel your organization is in line with our interests, we would prefer to talk with you rather than receive a proposal or letter of inquiry. We endeavor to return every phone call, but please be patient if we do not get back to you right away.

Grant Application Procedures:

FACT **does not accept unsolicited proposals**. If we ask your organization for a proposal, let us know what your organizational needs are and we will do our best to help you meet them. We recognize that writing and submitting proposals is a time-consuming process, and we encourage you to send proposals you have prepared for other foundations.

We ask that you limit your proposal to no more than 10 pages. Please be concise, and describe your program in the fewest number of pages necessary. The most important part of your proposal is the description of what you plan to do and why, and what you hope to achieve. We also want to know why you believe you will be able to accomplish your goals.

We encourage you to use recycled, chlorine-free paper. We are not interested in fancy presentations, so do not use folders, binders, or superfluous paper — we prefer ordinary binder clips or paper clips. To be considered, all proposals must include:

COVER SHEET (maximum of two pages) that contains the following information

- Name and address of organization
- Telephone and fax of organization
- E-mail and website address
- Name and title of contact person(s)
- Name, address, phone, fax, e-mail and contact name of fiscal agent, if applicable
- Total annual organizational budget (this figure should represent expenses, rather than income, and match the total on the budget page included in the attachments below)
- Total project budget, if applicable (this figure should represent expenses, rather than income, and match the total on the budget page included in the attachments below)
- Amount requested from FACT
- Grant period (we will let you know what that is)
- **Organizational Description** a paragraph summarizing the history and activities of your group
- **Accomplishments** a paragraph describing the organization's activities and accomplishments
- **Challenges** a paragraph describing challenges to the success of the group's efforts
- One paragraph entitled **Lessons Learned**
- A section called **Program Summary**, describing briefly the work and activities planned for the year (a bulleted list is acceptable.)

NARRATIVE (maximum of 10 pages)

We would prefer that the narrative include—in whatever order works best for your proposal:

- A statement of the problem and the need
- A brief summary of your group's history, including its mission and goals
- Highlights of the organization's activities and accomplishments
- A description of the project or program, including goals, objectives and timelines

FINANCIAL ATTACHMENTS

- **Organizational budget** for the fiscal year that most closely aligns with the FACT grant period. Include projected expenses and revenues. Be specific and check for accuracy.
- Itemize **foundation grants** and other revenue sources and note whether foundation grants are committed, pending or potential
- Most recent **audited financial statements** if you have them. Please note in your packet if you don't have audited financial statements
- **Balance sheet** from previous fiscal year
- Year-to-date **balance sheet** from previous fiscal year

- A **Budget vs. Actual** Report for the **previous fiscal year** comparing actual expenses and revenues to the budgeted expenses and revenues
- Please, **check your figures for accuracy**

NOTE: If you are applying for funding for a **project** as opposed to **general support**, please provide the financial information described above for both the project and for the organization as a whole. We need the audited financial statement for the organization only, since most projects are not audited.

NON-FINANCIAL ATTACHMENTS

- **Staff list** including brief biographies
- **Board list** including occupations, places of employment or community affiliations
- A **list of FACT grantees** and a sentence or two about the work performed with them in the previous fiscal year. See our website for a list of grantees at www.factservices.org
- **IRS determination letter** (or that of your fiscal agent). Please include this letter even if you know we received a copy with your last proposal. We need a copy of the 501 (c)(3) letter for each proposal file
- Two copies of several **supplemental materials** such as brochures, flyers, newsletters, news clippings, publications, etc. We want to see samples of the materials that you feel best tell the story of your organization. Please make sure that any news clips are legible and are clearly marked with the name of the publication and the date on which the item appeared

FINAL REPORT (for renewal requests)

NOTE: A Final Report on how our grant was used is essential in the preparation of the materials for our Board. Unfortunately if we do not receive your report, we will not be able to include your proposal in the docket. The final report has three required sections:

1. A **general description** of your accomplishments over the past year. The report may be of any length and in any form you like, and you may adapt a report written for another funder.
2. A **list of FACT grantees** and a sentence or two about the work performed with them in the previous fiscal year. See our website for a list of grantees at www.factservices.org
3. Evaluation: We care about how our grantees evaluate and communicate the results of their work. Please answer the following questions about how you evaluate your program as carefully as possible.
 - a. Do you link internal planning (strategic and program planning) to evaluation processes?
 - b. How do you turn your internal learning about program and campaign assessments into concrete outcome data for internal and external communication?

Deadlines

FACT's board meets twice a year, generally in March and in October. Requested proposals are due approximately eight weeks prior to the board meeting. When we request a proposal, we tell groups when they are due. We notify organizations of the board's decisions within two weeks of the meeting.

Geographical Scope

FACT currently limits its funding to programs specific to the United States and France.

Direct inquiries to:

Myra J. Bicknell, Administrative Manager
 FACT Services Co., Inc.
 303 Sacramento Street, 4th floor
 San Francisco, CA 94111
 Tel: (415) 288-1305 Fax: (415) 288-1311 Email: fact@factservices.org