

THE ANGEL FINGERS FOUNDATION GRANT APPLICATION FOR 2011

PURPOSE

The purpose of Angel Fingers Foundation is to support and conduct non-partisan research, education and informational activities to increase public awareness of syndactyly. The recipients are to be selected by our Board of Directors after review of recommendations made by our Scholarship Advisory Committee.

The foundation will offer grants to institutions who conduct research in biochemistry and molecular genetics in an effort to eradicate this condition. We will utilize the information provided by these institutions to educate, advocate and create public awareness of syndactyly. The grants are not limited to national institutions.

The Foundation's trustees will meet semi-annually to review grant requests. The number of grants awarded will be based on the foundation's annual budget.

Grant proposals are due January 1, 2011 and July 1, 2011. Proposal applications will be accepted via mail and must be postmarked by the due dates. Applications should be mailed to:

**Angel Fingers Foundation
P.O. Box 871883
New Orleans, LA 70187**

If there are any questions, please contact our grants administrator at (504) 267-5449.

GRANT PROPOSAL REVIEW PROCESS

After the proposal is submitted, the staff will read each proposal and may contact the applicant to ask questions. The staff will make the grant recommendations to the full Board of Directors from which the board will make the final decisions.

GRANTMAKING SCHEDULE

Grant requests should be received by 5:00 PM on the deadline date. The deadline and notification dates are:

DEADLINE DATES:

January 1, 2011
July 1, 2011

NOTIFICATION DATES:

March 31, 2011
September 30, 2011

AWARD ANNOUNCEMENT

If your proposal is not funded, you will receive a letter informing you of the Board's decision. Those who receive funding will get an award check with a letter that states the grant's conditions.

REPORTING REQUIREMENT

If a grant is awarded, the Foundation requires that the funded institution submit both a report on the use of the funds and the impact the grant has had. Additional reporting guidelines will be posted on our web site: www.angelfingersfoundation.org. These reports are due as follows:

AWARD DATE	INTERIM REPORT	FINAL REPORT
March 31, 2011	August 31, 2011	January 31, 2012
September 30, 2011	February 28, 2012	July 31, 2012

To be considered for future funding, each institution must re-apply on a timely basis.

Questions regarding the reporting requirements should be directed to the grants administrator by calling (504) 267-5449.

PROPOSAL CHECKLIST

We recommend that the grant be typed using Microsoft Word or other word processing program.

Proposal Summary: Every application must include a one page summary which provides the following information in the following order:

- Organization Name
- Chief Executive Officer/Director
- Brief summary of the project (50 words or less)
- Project Director/Primary Contact
- Address
- Phone Number
- Compelling reason for the project (50 words or less)
- Amount requested
- Area of Interest/Type of request

Narrative Section: The application should include a narrative in no more than 5 pages of concise information including the following:

- Mission statement and a concise history of the organization with an overview of current programs, activities and research projects.
- Description of the challenge to be met by the project.
- Detailed description of the project, including strategies, measurable objectives and a timeline over the course of the request.
- Plan for continuing the project once the Foundation's funding ends.
- Plan for evaluating the project
- Who are the collaborators for this project/program, if any?

Attachments: Attachments should include the following information and should not exceed 10 pages:

- Names and qualifications of persons responsible for carrying out the program.
- Detailed project budget and budget narrative, including income sources and expenditures, as well as a list of other requests for funding, including those pending or approved.
- A list of the organization's board members including the board members' principal occupations, a description of the term office and the rotation schedule for the board.
- Financial statements, including the organization's operating budget, balance sheet and statements of support, revenue and expenses for the last completed and current fiscal year.
- Statement from the organization's board of directors authorizing the request and agreeing to implement the project if funded.
- Copy of the Internal Revenue Service notice stating that the organization is tax-exempt or a copy of the organization's fiscal agent's 501(c)(3), if applicable, with a letter from that organization stating its willingness to serve.

Applicants should submit three unbound copies of their completed proposal (including supporting material) to:

Angel Fingers Foundation
P.O. Box 871883
New Orleans, LA 70187

Grant requests should be received by 5:00 PM on the deadline date. If the deadline date falls on a weekend or holiday, requests are due on the weekday immediately preceding that weekend or holiday. The deadline and notification dates are:

Application Deadlines:

January 1 and July 1

Notification Dates:

March 31 and September 30

GRANT PROPOSAL SUMMARY SHEET

Contact Information

Name of Institution: _____

Date incorporated as a 501 (c) 3: _____ **OR** Applied for 501 (c) 3; not awarded yet (if applicable)

Program or Project Name: _____

Executive Director (if none, Board President): _____

Program or Project Director: _____

Address, City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Web Page: _____

Fiscal Agent's Name (if applicable): _____

Fiscal agent's 501 (c) 3 verification and letter of agreement enclosed

Applicant Organization's Mission (no more than 50 words):

Program / Project Summary (no more than 50 words):

Problem or need the organization wants to address (no more than 50 words):

Activity Period:

Amount Requested:

Geographic service area:

\$

Applicant Organization's Area of Interest / Focus (check one):

Biochemistry

Molecular Genetics

Biomedical Technology

Biomedical Science

Biomedical Research

Attachment Checklist

Names / qualifications of staff

501 (c) 3 verification

Board list

Program / project budget

Board authorization

Brochure, clipping, etc. (optional)

Last and this fiscal year's financial statements

Grantee Interim/Final Report Angel Fingers Foundation

Name of Institution: _____

Contact Name: _____ Phone #: _____

Grant award amount: \$ _____

Date of grant award: _____ Date of this Report: _____

Narrative Report

The narrative should refer to the original proposal submitted for funding consideration.

1. What measurable outcomes were established for the project at its outset?

2. What were your outcomes?

3. Please provide a brief anecdotal observation that demonstrates the impact of this project.

Financial Report

Fiscal activity for the funded project should be summarized & compare actual expenditures & revenues to budget.

Program/Project Expenses

Budget Item	Grant Award	Actual
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expense	\$	

Budget Notes

Explain substantial differences from the budget as originally proposed.

Additional Notes/Comments:

Please feel free to add supplemental documents to evidence the success of your programs as you deem appropriate.

