



RBC Foundation – USA Online Grant Application Overview Minneapolis – St. Paul Metropolitan Area

Thank you for your interest in a grant from the RBC Foundation – USA.

Please review the following form so you are able to provide the information and documentation required on our online grant application system.

- Organizations that did not receive funding from the RBC Foundation - USA last year must submit an online letter of inquiry. If your organization is invited to submit a full proposal, you will receive the online grant application associated with your letter of inquiry via e-mail.
- For your convenience, the employee endorsement form is included on the last page of this document.
- The employee endorsement form and letter may be sent to the Foundation office under separate cover from the online grant application.

General Organization Information

What is the legal name of your organization?

Organization mailing address

Street

Suite

City

State

Zip code

Main organization telephone number

General organization e-mail address (if applicable)

Organization website

In what year was your organization established?

Primary contact person for this grant request

Please note that any correspondence from the RBC Foundation - USA will be directed to this person.

First Name

Middle Initial

Last Name

Prefix (Mr., Ms., Mrs., Dr., etc.)

Title

Phone number

Primary contact e-mail address

Grant Request Information

What is your organization's mission statement?



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What is the name of the project or purpose for which you are requesting a grant?

Please describe the relationship of this project to the overall mission of your organization.

Which focus area best describes the project for which your organization would use a potential grant from the RBC Foundation - USA?

- Arts & Culture
- Human Services
- Youth Education (K-12)

Please explain how this project addresses the above focus area.

In as much detail as possible, please outline how a grant from the RBC Foundation - USA would enable your organization to achieve its goals in the upcoming year.

Please describe how this effort addresses a community need and who will most benefit.

Approximately how many people did your organization serve last year?

Which geographic location(s) did this project serve last year?

Approximately how many people do you anticipate serving with this project in the current year?

Which geographic location(s) would benefit from this project in the current year?

What population demographic would benefit from this project in the current year?

How many full-time staff members does your organization support?

How many part-time staff members does your organization support?

How many volunteers currently serve in your organization?

Please describe the methods currently in place to evaluate the annual progress of your organization and its projects.

Please provide the name and office location of the RBC Wealth Management employee or financial consultant who would endorse this grant request.

Financial Information

** Please note: All grant applicants must submit their project and organizational budgets, financial statements and list of board members electronically on the last page of the online grant application system.

What amount are you requesting from the RBC Foundation - USA?

What is the budget for the project or purpose described in this grant application?



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What is your organization's annual operating budget?

What are the dates of your organization's fiscal year?

Please list any grants your organization has received from the RBC Foundation - USA in the past three years.

Please list your 5 largest corporate and foundation donors and the contribution amounts received in the last 3 years.

Does your organization receive funding through the United Way?

How much does your organization spend annually on administrative costs?

How much does your organization spend annually on fundraising?

Post-Grant Evaluation (only applicable to organizations that received funding last year)

Please outline the goals stated in the proposal submitted by your organization last year.

Please describe the progress your organization has made towards achieving those goals.

Please list the population demographic served by your organization last year.

Please describe any unanticipated results, positive or negative.

What were your key learnings last year?

What changes are being proposed as a result of last year's outcomes?

How does your organization plan to sustain this program or project in future years?

Please describe any significant outcomes from the grant you received last year.

What are your plans to share those findings?

Please list the names and amounts given by additional funders of this program last year. (Up to 5)

Additional Documentation

Please note that all applicants must provide the following documentation electronically:

- General operating budget;
- Project budget for this grant request (if applicable);
- Most recent financial statements (audited or unaudited); and
- List of your organization's Board of Directors and their affiliate organizations.



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Please be sure your organization's name and file name appear in the header or footer on every page for each file submitted.

The RBC Foundation - USA can only accept files with the following extensions: .doc, .PDF, .ppt, .xl, .xls.

The combined maximum for all attached files is 25 MB.

Please note that if your file type or size is incompatible with our online file submission system, any required files may be mailed to:

RBC Foundation - USA
Attn: Grants Administrator
60 South 6th Street
Mail Stop P20
Minneapolis, MN 55402
(612) 371-2936

The employee endorsement form and letter may be sent to the Foundation office under separate cover from your online grant application.

Once you complete and submit your grant request online, our Board of Directors will review your proposal, and you will be notified in writing of its decision within 90 days of the submission deadline.

Thank you for your interest in the RBC Foundation - USA.

RBC Foundation – USA

Employee Endorsement of Grant Request

Organization I'm Endorsing: _____

Employee Name: _____

Location: _____

Position: _____

Department: _____

Length of Employment: _____

Phone #: _____

PLEASE ATTACH A SEPARATE LETTER OF SUPPORT IN ADDITION TO ANSWERING THE QUESTIONS BELOW.

Your letter should include but not be limited to - how long you have been involved with the organization, why the organization is important to you and how the organization is making a difference in the community.

Board members will be reviewing a number of proposals that are endorsed by employees. Since funds are limited, the more information you provide on your involvement and why you feel the organization deserves Foundation support, the more likely the board will review it favorably.

CHECK ALL THAT APPLY:

- I am actively involved with the organization and serve on the board.
- I am actively involved with the organization and volunteer at least 10-12 hours per year.
- I am somewhat active with the organization and volunteer fewer than 10 hours per year.
- I use the services of the organization.
- I donate to the organization and use the employee gift-matching program.
- The organization or an affiliate is a client of the firm. Please describe the client relationship.

- I am endorsing the proposal at the request of a client. Please describe client's relationship to the organization.

Please return completed endorsement form and letter of support to:

By mail:

Grants Administrator - P20
RBC Foundation - USA
60 South 6th Street
Minneapolis, MN 55402

By fax:

Grants Administrator
(612) 371-7933



RBC Wealth Management®

If you have questions, please call (612) 371-2936.

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