



THE JOE W. AND DOROTHY DORSETT  
**BROWN FOUNDATION**  
EDUCATION DEPARTMENT

320 Metairie Hammond Highway, Suite 500  
Metairie, LA 70005

## 2023 Summer Camp Program Application Packet

### Application Guidelines and Instructions

**Read this entire section carefully before filling out the application.**

Our Summer Camp Application Program is expected to be highly competitive. Grant range: \$2,500 - \$25,000. Budgetary items must be for either tuition assistance for campers, facility rental, lesson kits, or wages for camp staff (which may include nurses).

Examples of items we likely will not fund: Brick and mortar grants, one-to-one computer systems, vehicles, camps that are less than three (3) days in duration, contributions to endowments or large community wide capital drives or national organizations (we only want to fund specific camps, so we will consider chapters of national organizations that are dedicated to a single camp).

Eligibility hereunder is limited to exempt organizations as defined in Internal Revenue Code Section 501(c)(3), religious congregations, governmental agencies, universities, community foundations, or organizations working under the fiscal control of a 501(c)(3) organization. All camp programs should have been in operation for at least four (4) years or more.

Please keep in mind the following:

- Programming must be open to children of all faiths.
- Only one application per organization will be considered.
- Both day and overnight camps will be considered. Camp sessions should be at least 3 days in length. Preference will be given to full-day and overnight camps that are more than 5 days.
- Only organizations providing/operating camp programs should apply.

We are particularly focused on the alleviation of human suffering and to the extent a summer camp program services children who are unable to attend most other camps due to special needs may receive additional consideration (such as a camp specialized for children who received a heart transplant). Other considerations that may result in priority include programs that:

- Are located in Louisiana or Mississippi-
- Promote STEM, advanced learning and leadership.
- Provide tuition assistance to children from under performing schools or impoverished communities.
- Provide transportation and meals for campers receiving tuition assistance.
- Reduce summer learning loss by providing high-quality learning instruction (particularly in math) by trained staff and have a low camper to counselor ratio.
- Incorporate academic enrichment activities as a part of the camp programming to reduce summer learning loss.
- Communicate with and engage parents or guardians before, during, and after camp.

**In consideration of approval, applicants must agree to the following:**

1. Grant period runs May 1, 2023 through August 31, 2023. The organization may be visited during the grant period. The visit, if we determine one is warranted, will be scheduled during camp session.
2. Approval letters will be mailed out on or about March 15, 2023. Funding will be issued on or about April 1, 2023 (though we reserve the right to release payment earlier or later in our discretion).



## Application Guidelines and Instructions

*(section continued)*

3. To submit a final report by September 30, 2023. There is no formal, report form provided by the foundation for this program. Mail a single, hard copy of report to Foundation office in Metairie, LA to the attention of the Summer Camp Program.
4. To maintain records of receipts and expenditures regarding this grant and to make these records available to The Joe W. and Dorothy Dorsett Brown Foundation at reasonable times.
5. To repay any portion of the grant not used for the purpose named in grant request. Changes may be requested regarding the budget or plan prior to implementation. Please notify us of personnel changes. During program years 2020 - 2022, we allowed various extensions due to COVID-19 interrupting camp schedules and we may do so again in 2023, if warranted. Mail a single, hard copy of change notifications or requests in a single paged letter to the Foundation office in Metairie, LA to the attention of the Summer Camp Program.
6. Not to use any of the funds for non-charitable purposes, for lobbying, for propaganda, to influence legislation or public elections or to make grants or loans to individuals.

### **Submission Instructions:**

Grant requests will be accepted through January 31, 2023. Five (5) business days will be afforded to applications postmarked for January 31, 2023. Applications may either be mailed or delivered by FedEx, UPS, etc. (applications may never under any circumstances be hand delivered or sent electronically - we will not even open an attachment to an email).

The application must be typed. All questions must be answered. Please submit in this order:

- Summer Camp Program Application (this packet).
- Itemized budget that is as specific as possible and details each of the anticipated usage of any funding. If applicable, include quotes and/or vendor names for each item.
- Any necessary supplemental documentation. Please attach information on the following items if you are requesting:
  - a) Camp Fees Summary – An explanation of what your ordinary fees may be and what is covered and whether there are any additional expenses on the campers not covered (books, equipment, special clothing or gear, etc.).
  - b) Facility Expense – A summary of your rental costs (may include food if facility supplies meals).
  - c) Salary – A summary of salaries paid.
  - d) Equipment – An explanation of the purpose of the equipment, why it is necessary.
  - e) Field Trip - Attach an explanation of the site, the exhibits featured and how the visit will benefit the curriculum.
  - f) Other - Any other pertinent material that explains your plan.
- If you are a NON PROFIT organization (not a government agency or community foundation) please also include:
  - g) List of your Board of Directors
  - h) Copy of your most recent IRS Tax Determination Letter
  - i) Completed and signed copy of your most recent IRS Form 990



THE JOE W. AND DOROTHY DORSETT  
**BROWN FOUNDATION**  
EDUCATION DEPARTMENT

320 Metairie Hammond Highway, Suite 500  
Metairie, LA 70005

## 2023 Summer Camp Program Application Packet

### Application Form: 2023 Summer Camp Program

Due January 31, 2023 by mail.

#### Section I: General Information

Date: Request Amount:

Organization name: EIN:

Summer Camp name:

Summer Camp Structure: *(daily, overnight, how many days/weeks, etc.)*

Organization's Mission:

Date founded:

Type of Organization:

Non-Profit

Community Foundation

Government Agency

Religious Institution

University

Other:

Website:

Mailing Address & Camp Address: *(list both if different)*

Head of Organization & Grant Writer: *(Names, titles, email addresses, phone numbers)*

Implementer(s) of Grant: *(Names, titles, email addresses, phone numbers)*





THE JOE W. AND DOROTHY DORSETT  
**BROWN FOUNDATION**  
EDUCATION DEPARTMENT

320 Metairie Hammond Highway, Suite 500  
Metairie, LA 70005

## 2023 Summer Camp Program Application Packet

### **Section II: Summer Camp Information**

(section continued)

8. How many children attend your summer camp and what are their target ages?
  
  
  
  
  
  
  
  
  
  
9. Is your organization affiliated with multiple summer camps? If so, please list all summer camps your organization is affiliated with.
  
  
  
  
  
  
  
  
  
  
10. What distinguishes your summer camp from other summer camps?
  
  
  
  
  
  
  
  
  
  
11. Are there other summer camps that service this same niche and if so where are they located?

### **Section III: Evaluation**

1. Should your application be approved and funded, a report will be due following the completion of your summer camp. How will you measure your effectiveness in reaching camp goals and learning objectives?
  
  
  
  
  
  
  
  
  
  
2. How do you collect data?



THE JOE W. AND DOROTHY DORSETT  
**BROWN FOUNDATION**  
 EDUCATION DEPARTMENT

320 Metairie Hammond Highway, Suite 500  
 Metairie, LA 70005

## 2023 Summer Camp Program Application Packet

### Section IV: Budget

1. What is your organization's total budget for this camp?
  
2. What percentage of the camp's total budget is this request?
  
3. List up to three (3) organizations from whom you have sought funds for this camp program within the previous three (3) years. Provide name of organization, dollar amount requested and dollar amount approved.

### Section V: Application Agreement

I understand that any incomplete or inaccurate applications, as well as those not within Brown Foundation guidelines, may receive a prompt negative determination and that I may not be provided a denial letter. I will promptly respond to any questions I may receive from Brown Foundation representatives. I understand the foundation may do due diligence into my organization to confirm anything I included in this application and confirm I made full and proper disclosures. No one affiliated with my organization will make any public comment about the submission of the application or any denial we may receive. We shall always maintain the privacy of any correspondence or communication among us and the Brown Foundation. I understand these applications are expected to be highly competitive and that funding is limited and that I will make no negative public statements about other organizations that may receive awards under this program from the Brown Foundation. I state that all of the above information is true and accurate, and that if this grant is approved, I will comply with all Brown Foundation requirements, including those referenced in the Guidelines and Instructions of this Application Packet and those to be included in the Grant Acceptance Agreement, should we receive approval for this grant request.

---

**Head of Organization: Printed Name and Title**

---

**Signature**

---

**Date**

**Reminder:** As discussed above in the *Application Guidelines and Instructions*, attachments may include an itemized budget, supplemental documentation, a list of your Board of Directors, a copy of your most recent IRS Tax Determination Letter, and a completed and signed copy of your most recent IRS Form 990.