



THE JOE W. AND DOROTHY DORSETT
BROWN FOUNDATION

320 Metairie Hammond Highway, Suite 500
Metairie, LA 70005

2024 Shelter & Food Security Program Application Packet

Application Guidelines and Instructions

Read this entire section carefully before filling out the application. You must be expressly invited by the Foundation to apply for support hereunder, if you were not expressly invited to apply your application will not be considered.

The purpose of the Shelter and Food Security Program ("Program") is to address housing and food insecurity. We will consider applications from anywhere in Louisiana and along the Mississippi gulf coast, and we intend to look first to Jefferson Parish and possibly its contiguous parishes. We intend to look first to organizations serving children, elderly persons, the homeless or poor, but we may also consider animal shelters/organizations that assist the poor in providing for their animals. We may also consider groups that are training youth in construction services or researching pathways for increasing food production. We will not make any grants to individuals and will not consider requests from individuals.

Our Program is expected to be highly competitive. Grant's will likely range from \$2,500 - \$75,000. Agencies and/or collaborations serving multiple communities within the geographic zone we are prioritizing are more likely to receive grants on the higher end of the range. Organizations may receive support from our Shelter & Food Security Program for no more than two (2) consecutive years and then they may be rotated out of the program to make room for new applicants. Food pantries – that we are affirmatively seeking out to participate in this program in association with Second Harvest Food Bank – are likely to only qualify for a single year of support.

Examples of items we are not likely to fund: brick and mortar grants, one-to-one digital systems, vehicles, contributions to endowments or community wide capital drives, national organizations (we may consider local chapters of national organizations where the national organization warrants it will not share in any grant proceeds), utility assistance, advertising/development, rent/mortgage assistance/eviction prevention, and backwards expenditures.

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 direct fiscal control of a 501(c)(3) organization. All applicants should be in actual operation for at least four (4) complete calendar years or more. We do not intend to fund startup operations through this program.

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

- The organization may be visited or reviewed during the grant period and up to one year following the grant period.
- A report must be submitted to us no later than February 1, 2025.
- 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 up to three years following the end of the grant period.
- 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 pertinent personnel changes.
- Not to use any of the funds for non-charitable purposes, for lobbying, for propaganda, to influence legislation or public elections or to issue grants or loans to individuals.



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Application Guidelines and Instructions *(continued)*

You must be pre-approved to apply hereunder, please follow our Letter of Interest guidelines to seek approval to obtain the password to submit an application. Applications that are approved to be submitted to the Foundation will be accepted by the Foundation through August 31, 2024 (an envelope postmarked by said date is acceptable). We will only review the formal applications under this program in the fall. Applications may either be hand delivered, mailed, or delivered by FedEx, UPS, etc. Applications may never under any circumstances be sent electronically, we will not open an attachment to an email. Approval and denial letters will be mailed out from the Foundation within eight weeks of the submission due date. Funding will be issued as scheduled in approval letter, provided the return of your fully executed grant agreement.

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

- Shelter and Food Security Program Grant 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) Program Fees Summary – if you charge for your products or services please provide an explanation of what your ordinary fees may be and what is covered and whether there are any additional expenses.
 - 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) Other – At your discretion, 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:

- List of your Board of Directors
- Copy of your most recent IRS Tax Determination Letter
- Completed and signed copy of your most recent IRS Form 990



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Application Form: 2024 Shelter & Food Security Program

Due August 31, 2024 by mail.

Date:

Request Amount:

Organization name:

Program name:

Section I: Contact Information

Website:

Physical & Mailing Address:

Head of Organization & Application Contact:

(Name, title, e-mail, phone & mailing instructions if different from address provided above):

Date founded:

EIN:

Type of Organization:

Non-Profit

University/College

Religious Institution

Community Foundation

Government Agency

Other:

Implementer(s) of Grant:

(Please include Titles, Emails and Phone numbers)



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Section II: Organization Information

Organization Mission:

When did your shelter or food security operations commence?

Were there any years since your commencement where you were not active?

Describe your organization's existing capacity/ability (staffing, financial resources, etc.) for conducting your operations (if this application is to build capacity) your plan to build the capacity:

Does your organization receive government funding (federal, state, local or through any governmental agency)? If so, how much government funding has your organization received in each of the three preceding calendar years?

Has your organization or any key person within the organization ever been involved in litigation? If so, please provide the case name, jurisdiction, and a brief summary of the litigation including the final disposition of the litigation if concluded.



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Section III: Program Information

Briefly describe your organization:

Briefly state the goal of the specific program you are applying for (if you are seeking general support, just say "general support"):

Describe any collaborations you are building with other organizations to further your or their impact:

Describe how many people will be aided by your program and whether the aid you provide them is transformative or sustaining:

Describe what, if anything, distinguishes your organization from other organizations:

Identify any awards or special recognitions/distinguishments your organization or leadership has received in the past seven years:



Section IV: Evaluation

Should your application be approved and your program funded, a report will be due at the conclusion of the grant period. How will you measure your effectiveness?

How do you collect data to measure your impact?

Section V: Budget

What is the total budget for this program you seek support for?

What percentage of the program budget is this request?

List up to three (3) organizations from whom you have sought funds for this program within the previous three (3) years. Provide name of organization, dollar amount requested and dollar amount approved.

Section VI: 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 Brown 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 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

Date

Signature