

ORGANIZATIONAL ADVANCEMENT FUND MANAGEMENT ASSISTANCE GUIDELINES & APPLICATION

The Rasmuson Foundation's Management Assistance program provides grants for targeted activities that address pressing organizational needs or opportunities to build the internal capacity of organizations that provide arts and cultural services to their communities.

Grants will fund targeted projects that may include hiring consultants, developing financial systems, strategic planning, or other activities that will advance the organization's ability to effectively achieve its mission.

Examples of possible grants include, but are not limited to:

- Fees paid to a consultant to conduct a planning retreat with the Board of Directors or Governing Council.
- Staff attendance at a budgeting workshop to gain skills needed to better administer the organization's finances.
- Stipend paid to an intern or apprentice to work on a specific project (i.e. organizing an arts festival or assisting in setting up a gift shop in a cultural museum).

Who May Apply

- Alaskan-based organizations that have received 501(c) (3) status from the Internal Revenue Service and are classified as "not a private foundation" under section 509 (a) of the Code, or organizations with equivalent status.
- Organizations must have been in existence a least one year and have a record of public arts or cultural programming.

Restrictions

- Management Assistance grants are limited to one per organization per calendar year. Grant recipients must complete their project and close the grant before a new request will be considered. Recipients are not eligible for other Organizational Advancement programs until the grant is closed.
- Maximum award amount is \$5,000.

Grant Awards

Organizations must pay expenses up-front, and will be reimbursed upon presentation of actual receipts. Reimbursement will not be made without receipts.

Deadlines

Management Assistance applications are accepted on an ongoing basis. Please submit your request at least 90 days prior to the proposed activity. Applications submitted after the activity will not be considered.

Give yourself adequate time to complete the application. Make sure that all materials have been included and are presented in the best manner possible. Incomplete applications will automatically be rejected and returned.

STEP 1. Prepare Application Materials

Applications that are submitted incomplete or do not follow the instructions will not be considered.

Required Application Materials

The original and one copy of the following:

- Application coversheet
- Project description one (1) for each individual)
- Project budget one (1) for each proposed individual)
- Resume(s) of participating staff
- Current organizational operating budget
- Prior year organizational income/expense report
- Copy of organization's 501(c)(3) determination letter
- Board member contribution form listing individual board member giving within past 12 months.

General Instructions for application materials:

- Application should be typed with a font no smaller than 12 pt., on single sided white 8.5" x 11" paper with 1" margins.
- If handwritten, make sure materials are legible. Print if necessary.
- Send only materials that are specifically requested in this application.
- Paperclip each set of application materials (the original set and three (3) collated photocopies).
- Do not use staples, binders, or folders when submitting materials.
- Label each page with the organization's name on the bottom right corner.

A. Complete and sign the Organizational Advancement Fund Application Coversheet

B. Project Description *(please provide a project description for each individual applicant).*

Provide a narrative of no more than one (1) page describing the planned activity by responding to the following questions:

1. Name and title of employee(s), board member(s), or volunteer(s) attending the activity. Length of time working with the organization. Length of time in current position.
2. What is your organization's budget for professional development?
3. Describe the activity that the individual proposes to participate in? When and where?
4. Why is this opportunity of value to the individual at this time? Discuss the impact and outcomes the individual hopes to achieve by participating in this activity.
5. What other professional development opportunity(ies) has the individual (as part of his/her employment with the organization) participated in? If any, list what and when.

C. Complete a Project Budget Sheet for each individual applicant

D. Resume

Submit the professional resume(s) of participating individual(s).

STEP 2. Application Mailing and Questions

Mail or hand-deliver your completed application by the stated program deadlines to:

Cultural Leadership Program
Rasmuson Foundation
301 W Northern Lights Blvd., Suite 400
Anchorage, Alaska 99503

Faxed or emailed applications will not be accepted. If you have questions about any part of the Rasmuson Organizational Advancement Fund or the application process, please call (907) 297-2700 or (877) 366-2700 (toll-free within Alaska).



**ORGANIZATIONAL ADVANCEMENT FUND
MANAGEMENT ASSISTANCE APPLICATION COVER SHEET**

Organization _____

Contact Name _____

Tax ID# _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Fax _____ e-mail _____

Prior Year Operating Income _____ Operating Expense _____

Current Year Operating Budget _____

Request Amount _____

Project Summary (limit to the space below and one additional page).

I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I am authorized to legally obligate the grant applicant.

Signature of Authorizing Official _____ Date _____

Typed Name _____

Title _____

Contact phone _____ e-mail _____

