

## FRED M. RODDY FOUNDATION

10 Dorrance Street, Suite 700

Providence, RI 02903

[RoddyFoundation@gmail.com](mailto:RoddyFoundation@gmail.com) (PREFERRED Contact Method)

401-835-0653 (leave a message)

## GUIDELINES &amp; APPLICATION FOR CHARITABLE GRANT

From: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization  
(list as any approved grant check should be made out)

Submission Requirements:

1. All applicants must be IRS approved 501(c) (3) organizations.
2. Advance contact/discussion with Foundation President Elizabeth A. McIntyre via email to discuss grant possibilities **is essential**. Potential applicants should email Elizabeth at the Roddy email listed above several months in advance of the application deadline (e.g., Jan/Feb) to begin informal discussions.
3. Applications are by **invitation only**; invitations will be issued based on preliminary discussions.
4. Applications are due by **15 May**, c. one month prior to the grant review meeting. Additional applications may be submitted by **15 Sept**, but any grants approved then may not be paid until the following January.
5. If you are a new applicant, one of the directors will arrange a site visit (usually after the application is received, but prior to the grant review meeting). New applicants are encouraged to apply early to allow time to schedule the site visit.
6. All information listed in this application form is required.
7. Applications signed by the applicant organization's chief administrative officer **must be submitted electronically** (vice on paper). All other required documents (see page 2) must also be submitted electronically as separate documents.

Current Grant Review Guidelines

1. This Foundation's essential mission is to support organizations "carrying on research, educational or operational efforts for the cure or alleviation of afflictions of body or mind, or for general educational or charitable purposes."\* The Directors therefore favor grants focused on medical and health-related projects, but will consider grants for more general educational or charitable purposes.
2. The Directors favor grants for capital purposes (vice operational expenses). We may also consider grant applications for pilot programs, but these require plans with clear "measures of effectiveness" (criteria to show if the pilot program works and to what extent) and detailed reporting on the results for each year of the pilot.
3. Geographically, the Directors favor the Attleboro-Providence area.
4. The Fred M Roddy Foundation's policy is not to pay indirect or infrastructure costs.
5. **Reports**: All grant awardees are required to submit timely written reports of the use of the grant money in accordance with the respective grant award (usually 12-18 months after the grant award). **No new grant applications will be considered until all previous Impact Reports have been submitted.** The foundation will provide Impact Reporting Guidance with any approved grants.

\* quoted from Fred M. Roddy's Will.

## APPLICATION FOR CHARITABLE GRANT

From: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization  
(list as any approved grant check should be made out)

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

A. Documents to attach electronically (**each as a separate document**):

1. Current proof of I.R.C. 501 (c) (3) status;
2. Current budget;
3. Most recent audited financial statements;
4. Most recent annual report.
5. Current proof of corporate status (per state).
6. List of key staff members

## B. Questions to Answer:

1. Describe the nature and history of your organization:
2. a) State Total Amount of grant request:  
  
b) State the purpose of the requested grant:  
[Note: **please lead with details of the project you're seeking funding for, then the rationale for it.** You also need to provide a detailed project budget (this can be submitted as a separate attachment if you prefer).]  
  
c) State how many persons would directly benefit from the requested grant:  
  
d) Explain why the funds requested cannot be generated from your operating budget or endowment:  
  
e) Explain why you believe that the Fred M. Roddy Foundation is best suited to fulfill this grant request:
3. List all grants, plus the purposes and dates thereof, received from the Fred M. Roddy Foundation in the last ten years:

4. Regarding your organization :

a) State where and when your organization was incorporated and under what name:

b). If your organization is not incorporated, please explain why not:

c) List all names used by your organization from the beginning to the present and explain the reason(s) for any such name changes:

d) List all sources of revenue including but not limited to grants from or contracts with governments, United Way, foundation grants, corporate gifts and individual gifts:

e) List your primary expenses:

f) 1) Total present budget:

2) Total endowment:

5. Please attach any other important information that you believe the Directors should review.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Chief Executive Officer

Type the chief executive officer's name and correct title:

\_\_\_\_\_  
\_\_\_\_\_