

The “All We Do” Foundation

Made possible by Fonvielle Lewis Foote & Messer

www.AllWeDo.org

3375-A Capital Circle NE

Tallahassee, FL 32308

GUIDELINES FOR GIVING

The partners of Fonvielle Lewis Foote & Messer share a desire to give back to the communities in which they, as well as their clients, live and work. The establishment of The All We Do Foundation, Inc., and funding of The All We Do Foundation, Inc., solely from a percentage of every legal fee generated by the law firm of Fonvielle, Lewis, Foote & Messer, confirms that commitment. In order to complete our goal, The All We Do Foundation, Inc., provides grants to qualified not-for-profit organizations which have been approved by our Board of Directors.

These guidelines are provided to help your organization prepare a successful grant application. Please study them carefully and include with your proposal all the information requested. Incomplete proposals will not be reviewed by the Foundation Board of Directors. Also, although your organization may send a completed application, we cannot fund all programs. Therefore, as good as a project might be, it could be declined.

Keep in mind as you read these guidelines that they are just that—guidelines. These guidelines are not rules. The success of our mission depends on the success of our partnerships with organizations like yours.

Funding considerations ...

To be considered for funding, an organization must be designated as not for profit and tax exempt as defined under IRS codes.

The All We Do Foundation, Inc., Board of Directors is most interested in organizations that have:

- A program that directly benefits the community
- Consistent and effective management
- Clear goals and objectives
- A broad base of funding and support
- A demonstrated ability to respond to a need of the community in a manner that yields measurable results
- Requested funds for specific program support

The All We Do Foundation does not fund:

- Advertising or fundraising drives
- Partisan, political or denominational programs
- General and administrative costs
- Intermediary funding agencies
- Endowment campaigns
- Ongoing salaries or travel expenses
- Requests that are not in writing

Preparation and submission ...

Your grant proposal must be submitted in English and on an All We Do Foundation, Inc., Grant Application Form. Type directly on the application, single space, and use single-sided pages only. You may duplicate the application form on your computer; however, it must look like our application, page for page. Use standard black type that can be photocopied. Draw all graphs, diagrams, tables and charts in black ink. **Do not include any items that cannot be photocopied.** When submitting your request for funding, you must include **two copies** of the Grant Application Form and **two copies** of each of the required items listed on the checklist. **IF ANY OF THE ITEMS REQUIRED ARE NOT INCLUDED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND THE REVIEW WILL BE DELAYED OR DECLINED.**

The application must include:

- (1) A cover letter on your stationery, signed by the senior management official, briefly stating:
 - (a) the background of the organization
 - (b) the nature of the proposal and request
 - (c) a concise description of the needs, and
 - (d) the specific purpose of the funds requested.
- (2) Budget and financial statements and, in particular, an itemized budget for specific funds requested, as well as a copy of your IRS 501(c)(3) ruling confirming the organization's tax-exempt status.
- (3) A Board of Directors list.
- (4) A completed checklist, indicating that all requested information has been submitted.

Review process ...

The All We Do Foundation, Inc., is governed by its Board of Directors. The Board meets periodically to review, select and award grants to not-for-profit organizations which have demonstrated the ability to respond to the needs of the community. If the Board has questions regarding your proposal, you may receive a telephone call or letter requesting further information or an appointment for a site visit. All Board decisions are reported by mail, generally within 90 days of a request unless earlier action is justified. If your proposal is approved, your organization will receive a letter of agreement outlining the terms and conditions of the grant, which must be signed by an authorized organization official and returned to The All We Do Foundation, Inc. This letter will also highlight arrangements for the awarding of the grant.

Responsibility of recipient ...

The recipient of any grant from The All We Do Foundation, Inc., must use the funds awarded for the specific purpose of their original intent. The All We Do Foundation requires detailed accounting of all funds awarded. A follow-up report will be automatically mailed to you 12 months from the date of the award. It is understood that any funds not used in the manner specified in the letter of agreement will be returned to The All We Do Foundation. Any request for a revision regarding use of funds must receive prior approval and be submitted in writing to The All We Do Foundation, Inc.

Please address all correspondence to:

The All We Do Foundation, Inc.
3375 Capital Circle, NE, Building A
Tallahassee, Florida 32308
(850) 422-7773

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GRANT APPLICATION FORM

Name of Organization _____

Project Name _____

Program Director/Principal Investigator _____

Mailing Address _____

Telephone _____

Email Address _____

Specific Amount Requested _____

Target Community and Performance Sites (Please summarize your target community, i.e., who the audience is, etc.)

Organization Background and Significance (Briefly describe the background of your organization.)

Objectives and Aims (State the broad and long-term objectives and describe concisely what the program is intended to accomplish.)

Description of the Project (Provide a concise description of the needs to be addressed, the specific purpose of the funds requested and unique qualities about your project or program.)

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CHECKLIST

(please include with your application)

- _____ Application
- _____ Cover letter
- _____ Specific Project Budget Statement
- _____ IRS 501(c)(3) Determination Letter
- _____ List of Board of Directors or Board of Trustees