



CARRIE ESTELLE DOHENY FOUNDATION
GRANT APPLICATION FORM

A - Organization Information: (Complete)

Organization Name :	Executive Director:
Address:	Contact Person:
	Tax I.D. Number:
Phone Number:	Fax Number:
E-mail:	www.

B - Board of Directors Information: Please Attach List of Directors

C - Type and Amount of Grant Requested: (Select One)

General Operating Support:	Capital Project:
Project/Program Support:	Scholarship Fund:

D – Summary of Financial/Statistical Information: (Attach financial statement, project budget, 501c(3))

Organization Information: (From Financial Statement)	Program/Project Information:
Annual Operating Income:	Program Budgeted Income:
Annual Operating Expenses:	Program Budgeted Expenses:
Endowment Fund:	Number of People to be Served:
Number of People Served: Adult () Under 18 ()	Number of Staff: paid () volunteer ()
Number of Staff: paid () volunteer ()	Project timeline: from (- -) to (- -)
Founded: when (- -) By:	Preferred Payment Schedule if Funded:
Brief History: (attach – include Mission Statement)	Describe Program/Project: (attach – 1 to 3 pages)

Committed Funders: (List: Name – Amount)	Pending Funders: (List: Name – Amount)
1.	1.
2.	2.
3.	3.

E – If you are a supporting organization classified under Internal Revenue Code 509 (a)(3), please indicate whether your organization is classified as **Type I** **Type II** **Type III**
If Type III, is your organization functionally integrated with the organization it supports? **Y** **N**

A board officer or the executive director must sign this application and the staff officer to whom future questions and correspondence may be addressed. Signatories attest to the accuracy of the information.

Signature of Executive Director or Board Member	Signature of Staff Member or Contact Person
Type Name of Executive Director or Board Member	Type Name of Staff Member or Contact Person
Title	Title
Date	Date



CARRIE ESTELLE DOHENY FOUNDATION
GENERAL INFORMATION FOR THE APPLICANT

GRANT AREAS OF INTEREST

The Foundation primarily funds local, not-for-profit organizations endeavoring to advance education, medicine and religion, to improve the health and welfare of the sick, aged, incapacitated, and to assist those in need. Educational funding includes support of inner city Catholic schools, and scholarship funds for Catholic high schools and universities. The schools receiving scholarship funds are evaluated both on academic excellence and their curriculum requirements for community outreach. Adult education programs and religious education are also supported. Medical funding is focused in two areas: research and care of the disadvantaged. Research funding is primarily directed to the work of the Doheny Eye Institute and other causes which were of interest to Mrs. Doheny. Funding of hospitals and convalescent care facilities is an attempt to bring quality care to those who are otherwise under-served. Religious funding is directed to support the gospel values expressed in the Roman Catholic faith. Grants in this area have been awarded to religious orders, retreat centers, outreach programs, and involvement in social justice issues that guard the worth of every human being. Health and Welfare funding is directed to organizations who assist individuals to lead independent, satisfying lives. Specific areas of interest include adoption and foster care service groups, programs for the disabled, health education programs, and senior programs. Examples of funding to aid those in need include inner city youth clubs, summer camps, and foodbanks. Within each area of funding, the Foundation seeks those programs that recognize the individual dignity and spiritual needs of the people served, as well as their capacity to become tomorrow's mentors and community leaders.

LIMITATIONS

The Foundation limits its grants to programs located within the fifty states, and certified as non-profit public charities by the Internal Revenue Service.

Grant requests are not considered for publishing of books, production of television or radio programs, travel funds, advertisement, individual scholarships or political purposes in any form, or endowments.

Applications for funding always exceed our financial capability. Applicants should understand that worthy proposals are often denied because of limited funds, not as a reflection of the merits of the proposal.

APPLICATION PROCEDURES

General Information:

- Applications may be submitted once annually. Be sure to complete all sections of the form and attach the required information or the proposal will be considered incomplete, causing unnecessary delays in processing.
- Supplemental material should be kept to a minimum. Include only the necessary information to communicate a basic understanding of the organization. DVDs, CDs, and videotapes cannot be returned.
- Proposals should be sent to the attention of: Mr. Robert A Smith, III, President at the Carrie Estelle Doheny Foundation address 707 Wilshire Blvd, Suite 4960, LA, CA 90017.
- The Board of Directors reviews grant requests monthly. The process generally takes two to three months to complete and applicants will be notified of the Board's decision in writing following the meeting at which their request is reviewed. If the project is time sensitive it is advisable to make note of that and apply at least two months in advance.
- Proposals from organizations with more than one department or location should be coordinated through the appropriate central office, prioritizing the requests and avoiding multiple submissions within the year.



CARRIE ESTELLE DOHENY FOUNDATION
GENERAL INFORMATION FOR THE APPLICANT

Guidelines for Completing the Application Form:

Section A: Organization Information – Use the “Legal” name of the organization as it is stated on the IRS 501c(3) letter. Complete all sections.

Section B: Board of Directors – attach a list of the directors and complete all sections.

Section C: Type of grant request – indicate the amount requested in the appropriate box.

Section D: Summary of Financial/Statistical Information –, and copy of the IRS 501c(3) letter. Complete all sections with information from the financial statements and budgets attached.

- **Attach a copy of the organization’s Financial Statements and project budget.**
- **Attach a copy of the Internal Revenue Service 501c(3) letter.** If another organization is acting as your fiscal sponsor, we need a copy of their 501c(3) letter and a letter from them stating that they are willing to assume legal and fiscal responsibility for the grant. Catholic Church organizations should be listed in the current Official Catholic Directory and a copy of that listing included.
- **A Brief History of the Organization** should include information about the founding and development of the organization and your mission statement.
- **Description of the Program/Project:** (brief 1-3 page) Describe the project for which funds are being requested. State whether or not the project is new or an existing one. Specify why funding is needed, such as expansion, development or general operation. Indicate how grant funds would be used, such as for staff, equipment, and materials. Explain how the project will be carried out, when and by whom. If this is a collaborative work, explain the responsibilities of each organization. Are there other similar organizations in your geographical area? Do you collaborate? If not, why not? Summarize what you expect to achieve through this project or program and how it will be evaluated. How will the continuation of the project be financed after the initial funding has expired? Provide a description of the organizational structure, board and staff responsibilities including volunteers. How will the program or project affect a measurable change in the community or lives of those served?
- **Capital Projects:** complete the supplemental sheet for capital campaigns.

Section E: The Internal Revenue Code, Section 501 (a) (1, 2, or 3) indicates a type of supporting organization. If you are classified as a 509 (a) (1, 2, or 3) organization, please include legal documentation verifying the functionally integrated status of your organization.

Our goal is to keep the application process as clear and concise as possible. If you have questions, we encourage you to call: Shirley Bernard, Senior Grants Administrator, Peggy Morrison, Grants Administrator, or Herman Atienza, Assistant Grants Administrator at (213) 488-1122, and they will assist you.