



Process for Application for Grants from Friends Foundation for the Aging

Friends Foundation for the Aging (FFA) is committed to a grant application process that is streamlined and flexible. It is designed to provide the Friends Foundation for the Aging Board of Trustees with information that they need to consider the proposed program's feasibility and its appropriateness in relation to the Foundation's values and interests.

1. For a new program/project, the first step is a **Letter of Intent**, submitted at any time. A letter should briefly introduce the Foundation to the project being proposed, covering the issue/problem you have identified, what action you will do to address that issue, and how you will know your solution is effective, as well as a brief budget. What is your "theory of change?" This initial step will provide a basis for determining whether there is value in pursuing the project further.
2. The proposing organization may then be invited to prepare a formal **Grant Request**. An outline for the request follows. It is likely that the executive director will request an opportunity for preliminary review of the proposal and that he/she will offer feedback and suggestions. The components for a grant proposal include:
 - i. Executive Summary –this should include the amount requested, brief description of the problem, objectives and your plan to achieve those objectives (theory of change). Max 150 words.
 - ii. Brief statement of the organization's history and competence for this effort. Max 100 words.
 - iii. Project details (**max 5 pages**):
 1. What problem are you addressing? Evidence of need, why this solution chosen, demographics, description of community and people to be served.
 2. What action(s) will you do?
 3. What other organizations will you partner with on this project?
 4. What outputs (measurable, specific) do you expect?
 5. What outcomes do you expect—what change will occur, what impact will it have?
 6. How will you measure outputs and outcomes?
 7. How will you sustain the project after the grant period?
 8. How will your results be shared and replicated?
 9. How does this project fit with Friends Foundation values (see below)?
 10. Project budget and timeline, including other sources of support, budget narrative.
 - iv. Attach IRS confirmation of its tax-exempt status under IRC Section 501(c)(3) and status as a public charity, and provide a copy of its most recent Form 990/990EZ (electronic preferred).

Granting Cycles are April and October, with proposal deadlines on March 15 and September 15. Any organization wishing to return for subsequent year funding must submit a progress/year-end report prior to or at the same time as any succeeding request. Grants are given for a one-year period.

3. Direct **communication between the FFA executive director and the responsible parties in the organization seeking support is welcome** during the process. It is FFA's intention to function as a partner with organizations whose programs it supports, and this initial communication will likely include two-way consideration of the program's scope, shape and intended focus population as well as strategies for long-term sustainability. After submitting a LOI or proposal there may be further questions and conversation before a decision is made.

4. All grantees are expected to submit a **final report** at the end of the project (or when re-applying). All grantees should be prepared to present at the June FFA Board Annual Meeting upon request. The report outline is also on the website.

Values that Inform the Grantmaking of Friends Foundation for the Aging

Friends Foundation for the Aging is a Quaker foundation that funds innovative and collaborative programs to improve the lives of aging adults. Its values and philosophy flow from the Quaker testimonies of simplicity, peace, integrity, community, equality and stewardship, providing a prism through which possible grants are viewed. Few proposals are likely to address all of these values, but a proposal that fails to address any of them will not likely be viewed with favor. Please note in your application how you will address these objectives. What these values mean:

- 1. SERVICE TO DIVERSE POPULATIONS** We believe firmly in diversity, equity and inclusion. Thus, we place high value on programs that are explicit in their reach to people of different cultures and races, to people of varied economic means, and to people of different sexual orientations, especially those who are underserved. We also value programs that include opportunities for intergenerational learning.
- 2. POTENTIAL TO CREATE CHANGE** We seek to change systems that are ineffective, unjust or demeaning of older adults and to help build programs and practices that are based on new understandings of the potential of people in the later years of life. Thus, we favor programs that are innovative and impactful, and that hold potential for changing old patterns of care and service. Proposals must offer a means through which the new models or new understandings can be effectively presented and shared so that they can be adopted by others.
- 3. LEVERAGING OF RESOURCES** We seek to support initiatives that attract other resources and that can become self-sustaining over time. We are eager to join with other funders in support of proposals, and to work with organizations that steward their resources well and make the most of limited funds. We are especially interested in supporting programs that include strategies for self-sufficiency beyond a developmental or demonstration phase. This could be through new revenue streams, fees and reimbursement, integration into existing budgets or other means. While open to supporting programs for more than one year, grants typically are awarded on a one-year basis.
- 4. COLLABORATION** We believe that the challenges of meeting the needs of older adults, now and in the future, require active cooperation. Thus we are supportive of collaborative efforts among or between service providers and other potential partners. We are particularly interested in programs that draw different kinds of agencies and organizations into collaborative relationships and in proposals that draw on the resources and capacities of varied institutions.
- 5. ENGAGEMENT OF EMPLOYEES & PARTICIPANTS** We are convinced of the creative potential of people at all levels of organizations when engaged effectively in planning and implementing programs. Thus, we favor proposals that demonstrate such involvement, especially involvement of direct care or front line staff and of those the program seeks to serve.
- 6. CONTINUING ENGAGEMENT OF FRIENDS FOUNDATION FOR THE AGING** We feel led to support innovative work with older adults. We see funding as part of a broader collaboration which includes engaging with prospective grantees to shape as powerful a program as possible. We also seek practical ways of remaining engaged after a grant is made, not only visiting and receiving reports of progress and challenges, but working in continuing partnership with grantees to maximize the effectiveness and impact of their work. Open communication is critical to this success.
- 7. INTEGRATION OF SERVICES** We are committed to services that address the fullest possible range of seniors' needs: physical, behavioral and spiritual. We favor programs that break out of the traditional molds of social service and healthcare delivery, creating new partnerships and solutions.