

The Elizabeth Ordway Dunn Foundation

Guidelines -- Policies
Information and Checklist for Applicants

Revised December, 2001

INTRODUCTION

Elizabeth Ordway Dunn, who died in 1984, established The Elizabeth Ordway Dunn Foundation in 1983. The Foundation was created to make charitable contributions expected to provide in excess of \$18 million over a 30 year period

The Directors make grants within the guidelines that follow. Grants are made to such eligible organizations and in such amounts as the Directors determine in their sole discretion. These guidelines and policies are intended to enhance the effectiveness of the Foundation. However, the Directors reserve the right to modify and change these guidelines without notice.

PURPOSE

The purpose of the Foundation is to make programmatic grants which significantly increase the ability of non-profit organizations to carry out their stated missions in fields of primary interest to the Directors.

FIELDS OF INTEREST

The Directors will focus on, but not be limited to, their interest in Florida environmental issues. This focus reflects and grows from Mrs. Dunn's love of the land and recognizes a critical need. Exceptions may be made to the field of environmental issues, but will occur infrequently and only upon the initiative of the Directors. Any exception will be limited to special opportunities in Florida judged by the Directors to be unusually compelling and of immediate impact.

The Directors review fields of interest regularly. All decisions regarding both the timing and substance of any changes in fields of interest will be made by the Directors at their discretion.

Special interests within the environmental field include:

- Preservation of biological diversity
- Protection of coastal and fresh water ecosystems
- Conservation of land and wildlife resources
- Comprehensive planning and growth management
- Environmental health
- Energy conservation and renewable resource development
- Sustainable development
- Pollution prevention and toxics use reduction

The Foundation does not support:

- School or classroom based environmental education
- Film, video or TV production
- Endowments
- Capital campaigns
- Deficit reduction
- Museum or aquarium exhibits
- Capital projects
- Research
- Arts organizations
- Individuals
- Scholarships
- Wildlife rescue and rehabilitation
- Projects outside Florida
- Historic Preservation

ORGANIZATIONAL ASSISTANCE

The Directors support efforts intended to strengthen Florida's smaller environmental organizations. Such assistance is intended to provide one to three year grants to support organizational growth and development. Awards are made to assist organizations in achieving new levels of professionalism and activity, strategic planning, board and staff development and membership development.

ELIGIBILITY

TYPES OF SUPPORT

As a primary mission, The Elizabeth Ordway Dunn Foundation encourages and strengthens charitable organizations active in areas of interest to the Directors. The Foundation will not shy away from imaginative ventures which may involve risk.

Support is concentrated in Florida. Preference will be given to organizations which are located in Florida for projects which will primarily benefit the state and its inhabitants. Support for projects that contribute to the long term development and stabilization of organizations, small and large, will be favored. National or regional organizations seeking to establish programs of primary benefit to Florida will also be considered.

Grants are often awarded in partial support of a project. Typically, the successful applicant has some funds in hand at the time of application and is able to present solid, ongoing fundraising plans either to complete the project or to continue the effort once foundation funds expire.

The size of a grant will vary depending on demonstrated need and other factors, but is typically in the range of \$10,000 - \$50,000. Multiple year support will be considered, but only in those special instances where, in the opinion of the Directors, longer than one year is needed to complete a certain task.

Grants are not normally made for capital purposes, for normal operating budgets or deficits, for scientific research, to individuals, or for sectarian religious activities. New applications from recent grantees are generally discouraged. An organization may submit only one proposal at a time.

No applicant will be given preference because of any previous association with Mrs. Dunn.

WHO MAY APPLY

All applicants must be tax-exempt under Section 501(c)(3) of the Internal Revenue Code and must be classified as "not a private foundation" under Section 509(a).

HOW TO APPLY

PROPOSALS

Deadlines are March 15 for the May grant cycle and September 15 for the November grant cycle. However, complete applications may be submitted in duplicate at any time. If the deadline falls on a weekend or holiday, applications are due the next business day. Analysis and review of proposals received, as well as applicant interviews as needed, will take place prior to the Directors' meetings normally scheduled for May and November. All proposals will be acknowledged and applicants will be notified of Directors' decisions. The Director's request that applicants refrain from calling regarding the status of their proposal during the May and November grant cycles. Notification of Director's decisions will be made within four weeks after the Director's meet.

Successful grant applicants will be required to submit timely reports.

CONCEPT PAPERS

Applicants may submit a concept paper at any time. Concept papers should describe the purposes of the organization, outline the specific project to be supported and the anticipated impact, describe how the proposed project will strengthen the ability of the applicant organization to reach its own goals, and state the amount desired. Concept papers will be reviewed periodically by the Directors. If, in their opinion, the concept paper deserves further consideration, the organization will be asked to submit a full proposal for the regular application periods. Every effort will be made to give applicants ample time to write full proposals. However, organizations submitting concept papers near the proposal deadline months may not hear from the Directors until well into the application period. A request for a full proposal is not an indication that the project will be funded.

INQUIRIES

Telephone inquiries from prospective applicants who wish to discuss their ideas and proposals in advance of submission are always welcome. Also, every effort will be made to honor requests for personal meetings with preference given to those applicants whose concept papers or completed proposals appear to have a special fit with the Foundation's priorities. Interviews are often scheduled in Florida during April and October. Applicants who must travel to interviews do so at their own expense. To reach Robert W. Jensen call (305) 445-5521 or email rwjensen@eodunn.org. To reach E. Rodman Titcomb, Jr. call (561) 842-2469 or email ertitcomb@eodunn.org.

WHAT TO INCLUDE

The Elizabeth Ordway Dunn Foundation does not use an application form. Complete proposals should include the following items:

A brief cover letter which summarizes the amount and purposes for which support is requested. This summary should include a definition of the needs to be addressed, a description of the approach to be taken, as well as an indication of the anticipated results to be achieved. Applicants must include each item identified at the end of this brochure.

Please indicate if your organization is unable to provide any of the attachments mentioned in the Checklist and why that information is not available.

The Directors encourage you to submit an environmentally sensitive application: avoid folders, plastic covers, or binders and use double-sided copying where possible.

HOW TO CONTACT THE FOUNDATION

The Foundation maintains two mailing addresses. Please be certain that correspondence is directed correctly.

General correspondence and inquiries should be directed to:

Robert W. Jensen, Managing Director
email: rwjensen@eodunn.org
Telephone: 305-445-5521
Mailing Address:
PO Box 016309
Miami, FL 33101-6309

E. Rodman Titcomb, Jr., Managing Director
email: ertitcomb@eodunn.org
Telephone: 561-842-2469
Mailing Address:
PO Box 3267
Palm Beach, FL 33480-3267

Donna M. Lummus, Director
email: dmlummus@eodunn.org

Theresa Sutter, Grant Administrator
email: grantadmin@eodunn.org

Two copies of a concept paper or a full proposal should be directed in the following manner:

One copy should be sent to:

Robert W. Jensen, Managing Director
The Elizabeth Ordway Dunn Foundation
PO Box 016309
Miami, FL 33101-6309

A second copy should be sent to:

E. Rodman Titcomb, Jr., Managing Director
The Elizabeth Ordway Dunn Foundation
P.O. Box 3267
Palm Beach, FL 33480-3267

Please note that applicants can only send overnight mail via United States Postal Service. Also, please be aware that the Foundation does not accept applications by fax or email transmittal.

CHECKLIST FOR APPLICANTS

Proposals must include the following:

1) Contact information, Name, Address, Telephone and/or email address. Indicate where disbursement of grant should be made if different from contact information. All proposals will be acknowledged as received via email if email is provided.

2) A 2-3 page case statement which includes:

a description of the project with an indication of the specific activities to be undertaken and identification of the benefits to be derived;

a budget for the funds requested. This budget should be discussed in light of the total project budget. Since the Foundation is willing to participate with other funding sources in pursuing mutual goals, applicants should include complete fundraising plans for attaining self-sufficiency or for developing future funding sources; and

a description of the applicant's plan for conducting its own evaluation of the project.

3) Attachments which provide additional organizational information, including:

a roster of the Board of Directors and principal project and agency staff;

the current and prior year's budgets;

audited financial statements for the most recent two years and the applicant's Form 990 return for the most recent two years, with all attachments; and

the most recent copy of the organization's letter of determination by the Internal Revenue Service and evidence that the organization has been classified as "not a private foundation" under Section 509(a).

4) Letters of support are helpful and always welcome.

5) If any item in this checklist is unavailable, please so indicate and why item is unavailable.

PRINT THIS CHECKLIST AND ATTACH TO PROPOSAL.