

# Foundation for Financial Planning

## Grant Program Guidelines

### PROGRAM

The Foundation for Financial Planning (FFP) helps people take control of their financial lives by connecting the financial planning community with people in need. We achieve this by supporting pro bono advice and outreach activities.

This is accomplished through grants to organizations that reach out to and extend the benefit of financial planning to those generally underserved by the market.

All grants are made at the sole discretion of FFP, based on its evaluation of individual applications, its determination of relative priorities, and its availability of funds. The FFP reserves the right not to award any specific grant for any reason, or for no apparent reason, no matter how clearly the proposed project may seem to relate to FFP's mission, and no matter how closely the requester has followed the guidelines and procedures.

### GRANT MAKING FOCUS

The Foundation supports initiatives that further its mission. In doing so, the FFP makes grants to those organizations with programs that utilize financial planning practitioners in the delivery of services. Outreach must:

- Utilize financial planning professionals, or local affiliates of financial planning organizations, through pro bono activities;
- Deliver programs to specific target audiences who are underserved by the market, in need of financial guidance, or in a financial crisis with particular emphasis on:  
**Providing outreach to military personnel and their families;**  
**Financial Life Skills training and education outreach through high schools and/or youth organizations;**  
**or,**  
**Through and with community based organizations.**
- Provide opportunities to obtain unbiased financial advice in time of crisis or disaster; or
- Provide financial life skills education, through financial planning professionals, to those of diverse social-economic levels to help them take control of their financial lives.

**To be considered, projects need to incorporate the involvement of financial planning professionals as community volunteers and in pro bono activity, or in partnership with local affiliates of financial planning associations.**

Priority will be given to the following:

- Projects utilizing financial planning professionals in the delivery of one-to-one consultation to people in need;
- Larger projects with impact on larger numbers of underserved;
- Projects that can be easily replicated on a regional or nationwide basis;
- Projects targeted to disadvantaged, underserved or special need populations;

**Requests are encouraged from programs that are collaborative in design, with partners such as social service agencies, youth agencies and community-based adult education centers. ELIGIBILITY**

Applicants must be tax-exempt under Section 501(c) (3) of the Internal Revenue Service Code, and must be classified as “not a private foundation” under Section 509(a) of the Code.

### **RESTRICTIONS**

The Foundation will **not** fund:

- Organizations that have not been designated tax-exempt status according to Internal Revenue Code Section 501 (c) (3) or its equivalent for colleges and universities. (Note: Pending status is not sufficient.)
- Organizations that discriminate on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status
- Organizations and/or Project Principals and team members who fail to meet requirements of the USA Patriot Act and related regulations
- Foreign organizations
- International programs or projects
- Organizations whose projects include re-grant of FFP funding.
- Endowments or capital campaigns
- Fees or stipends to Financial Planners
- Travel for groups or individuals
- Political, fraternal or sports organizations or campaigns
- Books and magazines; articles or advertising in professional journals
- Fundraising activities such as benefits, charitable dinners or sporting events
- Legislative or lobbying efforts
- Loan or loan-guarantees to non-profit organizations
- Individual Development Accounts
- Programs for religious groups, except where they provide needed services to the community at large and do not include or promote a particular religious instruction or belief
- Individuals

**Please note** that by vote of its board, **the Foundation does not generally fund indirect costs. The board may reconsider on a case by case basis.**

### **HOW TO APPLY**

The Foundation for Financial Planning utilizes a two step grant application process.

**Step One** - Organizations are asked to begin the application process by submitting a Concept Inquiry form in accordance with the FFP’s grant process. The Concept Inquiry form is available online or through the Foundation office at the address and phone number listed at the end of this document. Concept papers may be submitted online or by mail.

**Step Two** – Applicants whose Concept Inquiry forms have been approved by the FFP Grants Committee will be invited to submit a full proposal.

## REVIEW AND GRANT MAKING PROCESS

The FFP Grants Committee will consider grant proposals generally once a year. Proposals are not normally considered out of the annual cycle; however, consideration may be given in cases such as an emergency or natural disaster.

Time frame for each step of the process follows:

### Step One

- The deadline for receipt of concept inquiries is April 30<sup>th</sup> and FFP will acknowledge receipt of all concept inquiries.
- The committee will evaluate concept inquiries and inform applicants of the FFP's decision no later than July 31.

### Step Two

- Applicants who are invited to submit a full proposal will be informed when proposal is due.
- Receipt of a proposal will be acknowledged. If FFP committee or reviewers have questions about a proposal, a staff member will generally contact the applicant within 30 days of receipt of proposal. Applicants are asked to refrain from contacting the FFP about status of their request.
- Funding decisions are generally made in November and applicants will know by early December whether or not their proposal was successful.

## HOW TO SUBMIT A CONCEPT INQUIRY

A Concept Inquiry Form must be completed in order to be considered for funding. Applicants may obtain the Form online at <http://www.foundation-finplan.org/grantInfo.html>

Concept inquiries may be submitted by mail or E-mail. Regardless of the delivery method, the concept inquiries must be received or postmarked at the FFP Grant Program c/o NEFE office on or before April 30.

### By mail

Applicants who submit a concept inquiry form by mail are required to submit an original and two (2) copies addressed as follows:

Foundation for Financial Planning Grant Program  
c/o NEFE  
1331 17th Street, Suite 1200  
Denver, CO 80202-1586

For further information contact:

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