



RUSSELL & JOSEPHINE KOTT
MEMORIAL CHARITABLE TRUST

**2023 Request for Proposals
GUIDELINES FOR APPLICATION**

Eligibility:

- 1) Applications focused on the well-being of individuals, especially through caregiving, sociological support, education and medical services, with an emphasis on such services for the elderly.
- 2) 501 (c) (3) Public Charities or organizations operating under a fiscal agent that is a 501 (c) (3).
- 3) If a past grantee, is in good standing with the Kott Memorial Charitable Trust.
- 4) Grant applications and required attachments must be received by **June 30, 2023**.
- 5) **2022 Kott Grantees are required to submit a brief interim report online together with their 2023 grant application.**

Note: The majority of grants from the Kott Memorial Charitable Trust are one year in duration.

Submission instructions:

- 1) All applications must be submitted online at: [ACCOUNT LOGIN](#)
- 2) Returning applicants with a user name and password:
 - a. Log in and begin your grant application at [ACCOUNT LOGIN](#)
 - b. Complete the online application (Part I) and upload the required documentation (Part 2).
 - c. Review and submit your application.
- 3) First time grant applicants - Four basic steps to applying for a grant:
 - a. Get a username and password for our online system. Go to [ACCOUNT LOGIN](#) to begin the registration process.
 - b. Complete your organization's profile.
 - c. Complete the online application (Part I) and upload the required documentation (Part 2).
 - d. Review and submit your application.

Required Attachments for Submission Online by June 30, 2023:

- 1) **Organizational Budget** - Include a budget for the organization for the current fiscal year.
- 2) **Financial Statements** -Provide a copy of the organization's financial statements for the most recently completed fiscal year (audited if available).
- 3) **Project/Program Budget** (*Not applicable for general operating requests*)
If the requested funds are to be used for anything other than the general operating expenses of the organization, include a detailed line-item budget for the project, including both revenue and expenses.
- 4) **List of Board Members** -Provide a list of the members of the current Board of Directors and their professional affiliations.
- 5) **Copy of Tax Status Letter** -Provide a copy of the organization's most recent IRS Tax-Exempt Ruling Letter, verifying that the organization is a qualified public charity under section 501(c) (3) of the Internal Revenue Code.
- 6) Provide a copy of the organization's most recently filed **Internal Revenue Service (IRS) Form 990**.
- 7) **2022 Grant Reports: for 2022 Kott grantees only** – Submit a brief interim report (1 page) **online** together with your 2023 application. This report should include the grant amount; grant period; summary of the major achievements so far, for the work supported by the 2022 Kott grant. **Reminder - FINAL 2022 GRANT REPORTS AND ATTACHMENTS ARE DUE ONLINE at [ACCOUNT LOGIN](#) BY November 15, 2023.**

A preview of the application is available once you complete the registration process. You will receive an automated email acknowledging receipt of your online application.

Grant decisions will be made by November 2, 2023 and communicated to applicants soon after this. Any questions? Contact Elizabeth Chadri at echadri@oprfcf.org .