



Chaka Khan Foundation
Assisting Women & Children at Risk

The mission of the Foundation is to assist women and children at risk. Its purpose is to positively influence environments; thereby, enabling women and children to develop to their maximum potential.

The Chaka Khan Foundation does NOT accept unsolicited grant proposals. To be invited to submit a proposal, you must first send a letter of inquiry no longer than two (2) pages in length. Your letter should provide a brief, concise introduction to your organization and should contain a statement as to how you believe your mission is consistent with the mission of the Foundation. Your organization's activities must also fit within the funding priorities indicated below. You will be contacted by letter should you be invited to submit a proposal.

Grant Award Cycles and Funding Priorities

In addition to the Foundation's specific initiatives it has created, it will receive proposals according to the following program interests and schedule:

- Grant Cycle dates to be announced. Please do not send letters of intent until that time.

An organization may submit only one (1) application each calendar year. Grants range from \$1,000 to \$10,000 for a period of one year. Due to the limitations of funding and the competitive nature of this process, the foundation does not award consecutive year grants. For example, if the organization were funded in the year 2006 it would not be eligible to receive an additional grant until 2008.

What The Chaka Khan Foundation Looks For

- ✓ Strong staff and board leadership
- ✓ Sound fiscal and administrative management
- ✓ Community support and involvement
- ✓ Realistic goals and measurable outcomes
- ✓ Diversified funding base
- ✓ Effective collaboration with other organizations

The Chaka Khan Foundation generally does not fund:

- ✓ Organizations in existence less than two years
- ✓ Annual membership or affiliation campaigns, dinners or special events
- ✓ Endowments or other reserve funds
- ✓ Grants to individuals
- ✓ Individual healthcare procedures
- ✓ General operating costs
- ✓ Public schools
- ✓ Capital campaigns
- ✓ Overhead and/or administrative costs in excess of 15% of the total project budget
- ✓ Debt, retirement or operating deficits

Geographical Areas of Interest and Requirements

The Chaka Khan Foundation makes grants to non-profit organizations that have a valid tax-exemption status under section 501(c)(3) of the Internal Revenue Code. The Chaka Khan Foundation will only consider grants to non-profit organizations that meet the following requirements:

- ✓ Serve residents of Chicago, IL, Tampa, FL, New York, NY, Atlanta, GA, and the states of California and Delaware.
- ✓ Have a record of outstanding service in effectively and efficiently delivering programs and services that improve the lives of needy women and children.
- ✓ Operate on an annual organizational budget of \$5 million or less.
- ✓ Deliver services that impact the lives of women and children, both short and long-term.
- ✓ Ensure that 100% of grant monies received from the Chaka Khan Foundation are used for the exclusive benefit of women and children.

How To Apply For A Chaka Khan Foundation Grant

To be considered for a grant, write a summary (max. 6 pages) that outlines the following:

1. Describe the PROJECT and its PURPOSE.
2. WHY is the program needed, and what PROBLEMS does it address?
3. PROJECT PLAN, which includes history, past accomplishments, target population (including number, age, location), goals and strategies to reach those goals, timeline and evaluation plan.
4. Specific area where grant funds will be used.
5. Are there any time requirements or other constraints placed upon the funds requested by the recipient? If so, please explain.
6. How does the organization receive its financial support? (Explain fund-raising activities, sources of revenues, special fund raising events, endowments, etc.)
7. List other Foundation support for this organization and related amounts?
8. How does the organization utilize volunteers?
9. Documented measurable outcomes reflecting data describing how organization's programs or projects, have benefited women and children.
10. How many employees, including staff are on the organization's payroll? (List all employees' compensation in excess of \$50,000 per year and corresponding compensation).
11. How do your Directors contribute to you organization? What portion of annual revenues are contributed in the aggregate by members of the Board of Directors?
12. Has the organization or any affiliate applied for a grant from the Chaka Khan Foundation in the past? If so, when? What amount?

Attachments:

The following attachments are required.

- Application cover page.
- Copy of 501(c)(3) letter of determination.
- Current annual budget and program budget, current and past (two years total).
- A list of your organization's other donors and their contributions.
- List of Board of Directors along with affiliations.
- Last two years' audited financial statements and/or IRS Form 990 for your organization. If no audited financial statements are available, please provide last 2 years' unaudited financial statements signed by two (2) Board officers (Statements should include profit/loss summary).

Completed Grant Packages

Please submit one (1) original and four (4) copies each of cover letter, application cover page proposal, and required attachments to:

The Chaka Khan Foundation
9100 Wilshire Blvd.
Suite 515, East Tower
Beverly Hills, CA 90212
Phone: (310) 285-5380
Fax: (310) 247-1040
Website: www.chakakhanfoundation.org

Application Review Procedures

The Chaka Khan Foundation's grant review committee evaluates each application and selects those organizations demonstrating the most promise and need. The grant review committee looks for organizations that have clearly defined goals, effective cost control and skilled management. Other factors considered during the grant review include the percentage of total revenues the nonprofit applies to direct program services. The Foundation strongly discourages contact with the individual members of the committee or the Board regarding specific applications.

Should further information be required, the Foundation will contact the applicant's organization. An interview or site visit may be conducted or additional information and supporting data may be requested.

Applicants will be notified in writing when their application has been received and again when the committee has made a decision.

The Foundation will not reconsider applications for programs that already have been denied unless the applicant is invited by the Foundation to revise and resubmit the application.

The board of directors of the Chaka Khan Foundation makes all final grant decisions.

All grantees are required to submit six-month and one year reports.

Proposals must be received by the due date in order
to be considered for the giving cycle.