



FOUNDATION FOR LOUISIANA APPLICATION FOR BRIDGE LOAN

Using the format below, please provide the following information using no more than 10 pages (excluding the budget, budget narrative, and supporting information). Be sure to title and number your response to each section accordingly. Foundation for Louisiana's application is designed to provide you with an opportunity to present a strong case for funding support and provide the Foundation staff with sufficient detail to fully evaluate your funding request. The suggested page lengths for each section are guidelines. Note, however, that any pages exceeding the 10 page limit will not be read or considered. The 10 page limit does not include the budget, budget narrative and supporting documents described below. You need only submit one copy of your application package.

I. LOAN REQUEST

1. Request Summary:

In a brief two or three sentence paragraph tell us the amount of your loan request to Foundation for Louisiana, the length of the loan period (number of months) and what your organization will accomplish with that time. Also provide information about your source of funds for repayment (i.e. grant commitment from Foundation X; revenue from property sales contract; fees from state/local government contract; etc.).

2. Organization History (one page limit):

Provide a brief history of your organization. Tell us why, how and when it was started, what it has accomplished, and its present role in building resilience and creating new opportunities for underserved communities in Louisiana.

3. Need (one and one-half page limit):

Explain the need for the loan funds. Tell us why you need this loan from Foundation for Louisiana and how the funds may contribute to the stabilization of your organization and/or programs. Include who you are serving and where geographically you provide services, e.g., specific population groups and specific parishes and cities.

4. Organization Capacity (one page limit):

Describe your organization's capability and capacity to sustain its work beyond the time of this loan. Since this is a "bridge loan," explain what we are helping you bridge to? A new source of support? What will happen at the end of the loan term that will help your organization be more financially stable? Also, please describe the organization's financial management team and internal financial controls



- 5. Project Objectives (one page limit):**
Tell us about your project activities. What your predicted outcomes are (describe what will be achieved and how people’s lives will be better as a result of your activities).
- 6. Fiscal Work Plan (one and one-half page limit):**
Describe your fiscal plan strategies – explain your approach and what measures you will take to ensure the success of your fiscal plan.
- 7. Partners and Collaborators (one page limit):**
Tell us who your partners are in this work, their respective roles, and how the work will be managed between the partners? In this section of your proposal, include any current or potential funding sources. Also describe the source of repayment for the FFL loan.
- 8. Measurable Objectives (one page limit):**
Tell us about your evaluation plans. Explain how will you measure your success and the benchmarks you will set to track progress (provide objectives and benchmarks with dates by which you expect they will be achieved).
- 9. Sustainability (one page limit):**
Describe your organization’s plan for sustaining the work after the Foundation’s loan matures.
- 10. Budget:**
Since this is a request for a bridge loan, we are most interested in your organizational budget. Please provide your most recent comprehensive line-item budget for the current fiscal year and also for next fiscal year. Include a budget narrative that provides the rationale for each budget line item and if applicable, separate the budget for the specific program that this bridge loan supports – These pages will not count against the 10 page proposal page limit.



II. SUPPORTING DOCUMENTS

To complete your proposal package, also provide the following items - they will not be counted against the page limit:

- a. A cover letter on your organization's letterhead signed by its CEO/Executive Director that succinctly identifies the amount and purpose for your request, and provides your contact information (name, title, phone and email address of the person Foundation for Louisiana should contact about this request)
- b. A copy of your audit or 990 filing for the last three fiscal years
- c. Interim financial statements for the most recent quarter and the most recent year if audit has not yet been prepared
- d. A copy of your 501 (c)(3) tax determination letter
- e. Source of collateral that will secure the Foundation's loan (indicate value and any liens)
- f. A copy of the signed agreement evidencing the source of repayment (i.e., state reimbursement grant, contract, etc.)
- g. A list of your board members
- h. Board resolution authorizing the submission of the loan application
- i. Brief bios of your key staff and consultants

III. ADDITIONAL INFORMATION

You can also attach up to five additional pages of information such as letters of reference and endorsement to support your proposal. These pages will not be counted against the 10-page proposal limit.

Please send your complete proposal electronically
lcutrer@foundationforlouisiana.org and an original, along with your \$500
application fee, via U.S. mail to:

Foundation for Louisiana
Attention: Lydia Cutrer
Director, Community Investment Fund
4035 Washington Ave
New Orleans, LA 70125