

# **BATON ROUGE STATE FAIR FOUNDATION**

## **Worthy Cause Program**

### **HISTORY AND PURPOSE**

The Greater Baton Rouge State Fair and Trade Show began in 1965 in an effort to fund community service projects of the Baton Rouge Jaycees. That relationship continued until 1986, when the Fair Corporation was spun off from the Jaycee organization. The Baton Rouge State Fair Foundation was formed in the same year and took responsibility for managing the proceeds of the Fair Event and distributing grants throughout the community at that time.

Total funds disbursed to the community since 1987, including Fair contracts with nonprofit organizations and “use of space” payments to BREC, are in excess of \$4,000,000. That number does not include the considerable value of the equity in the Airline Highway Fairgrounds donated to BREC in 1986.

The objective of the Foundation’s Worthy Cause Program is to promote educational, cultural, and other opportunities for children and young people in the greater Baton Rouge area who have demonstrated achievement or who may be in need by funding initiatives developed and managed by local non-profit organizations.

### **ELIGIBILITY**

The grant applicant must be a nonprofit volunteer organization serving the greater Baton Rouge area and must demonstrate that it manages its operations efficiently. The proposal must show how the project furthers the objective of the Foundation’s Worthy Cause Program and that the proposed project can achieve its expected results.

At the conclusion of the funded project, the Foundation requires each applicant who received a grant to submit both financial and narrative reports on the use of its grant and the impact that the grant may have had on the community it serves.

Grant applications (and grant evaluations) must follow the format outlined in the following pages. Applicants should submit a digital (PDF) copy of the grant proposal to Greg Edwards at [gedward5@bellsouth.net](mailto:gedward5@bellsouth.net) In addition, two printed copies of the completed proposal (including attachments and supporting material), stapled but not bound, should be mailed to:

**Baton Rouge State Fair Foundation**  
**Worthy Cause Program**  
P.O. Box 80137  
Baton Rouge, LA 70898

At the conclusion of the project, the grant evaluation document(s) should be transmitted in the same way.

For additional information, you may contact Greg Edwards at [gedward5@bellsouth.net](mailto:gedward5@bellsouth.net) or by phone or text at 225-921-1362.

**Baton Rouge State Fair Foundation  
Worthy Cause Program  
Grant Application Outline**

**Part One: Project Information**

**Name of the Project**

**Amount of Grant Request**

**Contact Person**

Name, address, phone number, e-mail, title. Volunteer or staff?

**Purpose of the Project**

Why is the project needed? What is the community to be served? How will the project meet the stated need? Include measurable goals and objectives.

**Summary of the Project**

Include a history of the project, if any, as well as an outline of the current plan to conduct the project, including dates.

**Publicity**

What are the plans for publicity for the project? How will the Foundation be included in that publicity?

**Budget**

Include an outline of income and expenses for the project. Highlight what portion of the income will come from this grant. Identify other sources of income for the project: self-generated funds, support from the sponsoring organization, other grants (both pending and approved), United Way, public funds, etc.

**Staffing**

What are the names, assignments, and qualifications of persons responsible for managing the project? Are these people volunteers or staff? How many other volunteers and staff will be involved in the project?

**Evaluation**

How will you evaluate the project at its completion? Outline the plan for evaluation.

**Summary Statement**

How will this project promote the stated objective of the Foundation's Worthy Cause Program?  
*To promote educational, cultural, and other opportunities for children and young people in the greater Baton Rouge area who have demonstrated achievement or who may be in need.*

## **Part Two: Sponsoring Organization**

### **Identity**

**State the name of the Sponsoring Organization along with its address, phone number, and email. Identify the contact person: Name, address, phone number, e-mail, title. Volunteer or staff?**

### **Organization Narrative**

**What is the purpose (or mission statement) of the organization? How many members? How many volunteers? How many staff? Identify any local, state, or national affiliations. Include a brief history of the organization along with an overview of current programs and activities.**

### **Financial Information**

**Attach a copy of the financial statement for the organization's most recently completed fiscal year. Attach a copy of the organization's current annual budget. Identify sources of income: fund raising, dues, grants, United Way, public funds, etc. Identify what portion of the organization's budget is dedicated to the project under consideration. Identify what portion of the total budget goes for overhead and staff.**

### **Governance**

**Attach a list of the organization's Board of Directors, a description of the terms of office and the rotation schedule for the Board.**

### **Nonprofit/Tax-exempt Status**

**If available, attach a copy of the organization's Articles of Incorporation showing nonprofit status. If applicable, attach a copy of the IRS notice stating that the organization is tax-exempt or a copy of a fiscal agent's 501(c)(3) notice with a letter from the fiscal agent stating its willingness to serve.**

### **Authorization Statement**

**Attach a resolution, properly signed and executed, of the sponsoring organization's Board of Directors authorizing the grant request, stating its commitment to conduct the project if funded, and agreeing to comply with the Foundation's requirement for accounting and narrative reports at the conclusion of the project.**

### **Supporting Material**

**Include any statistical data, published reports, brochures, news articles, etc. which may be applicable to the grant application. Information about both the project and/or the sponsoring organization is appropriate.**

## **Part Three: Project Evaluation**

*(to be submitted at the conclusion of the project)*

### **Project Narrative**

Describe the execution of the project. Did it go as planned? Were there any unforeseen obstacles? If so, how were they overcome? Were there any unintended consequences? Did the project meet its stated goals? Why or why not? How can the project be improved in the future?

### **Project Impact**

How did the project impact the community it was designed to serve? Is it worth doing again? **Financial Statement**

Submit a detailed financial statement on the project.

### **Ancillary Material**

Include brochures, photos, news articles, etc. regarding the project.