

Pro Bono Publico Foundation Grant Application Information & Instructions

2026.06

The Pro Bono Publico Foundation (PBPF) takes its name from the motto of the Rex Organization, which means “For the Public Good.” The Foundation seeks to raise money and make grants to help organizations engaged in charitable and community work in the New Orleans region.

Grant Eligibility: Nonprofit, tax-exempt organizations serving the greater New Orleans region.
Funding Priorities: Innovative and effective programs and organizations serving the citizens of the New Orleans region, with a major focus on education.

GRANT APPLICATION TIMELINE:

- The grant application process consists of two phases: Round One and Round Two.
- **Round One Application Documents are accepted from June 1 through July 15.**
- Applicants invited to advance must submit Round Two Documents by October 1.
- Grant announcements are made by year end.

GENERAL INSTRUCTIONS:

- Answer all questions.
- Use headings and format provided in these instructions.
- All application documents must be typed and submitted as PDF files.
- Submit all documents for each Round at one time, in a single email.
- Submit via email to manager@probonopublicofoundation.org
- Please do not submit Round Two documents with Round One documents.

ROUND ONE DOCUMENTS & ROUND TWO DOCUMENTS:

- **Round One Documents due July 15**
See pages 2-4
Three Documents: Grant Application, Proposal Narrative & Grant Agreement
- **Round Two Documents due October 1** ~ applicants invited to advance to Round Two
See pages 5-6
Various Documents: Financial Data, Other Materials & KPIs

Pro Bono Publico Foundation Grant Application

ROUND ONE DOCUMENTS due JULY 15

ROUND ONE DOCUMENTS:

Grant Application Form, Proposal Narrative & Grant Agreement

Submit PDF files in one email to

manager@probonopublicofoundation.org

Please do not submit Round Two Documents with Round One Documents

A. Pro Bono Publico Foundation Grant Application Form

Please complete the Grant Application Form on page 3.

B. Proposal Narrative

Please describe this Grant Purpose & Evaluation, in no more than 3 pages.

Purpose:

Is this Grant for a specific project/program, or for general operating support?

For a specific project/program, please describe:

- The project's primary purpose and the need or issue being addressed.
- The population to be served and how participants will benefit.
- Strategies and activities that will be used to implement the project.
- The individuals who will direct the project and their qualifications, if known.
- The anticipated timeline and duration of the project.
- How the project advances your organization's mission.
- The expected benefit to the community.
- Any partnerships, collaborations, or interactions with other organizations.

For general operating support, please describe:

- How the grant will be used.
- Whether similar funding will be needed in future years.

Evaluation:

What results do you expect to achieve with this Grant?

Describe your criteria for a successful program.

Explain how you will measure the effectiveness of your activities.

Explain how evaluation results will be used and/or disseminated and, if applicable, how the project/program can be replicated.

What are your plans for future funding?

C. Grant Agreement

Please complete the Grant Agreement on page 4.

Pro Bono Publico Foundation Grant Application Form

ROUND ONE DOCUMENTS due JULY 15

Name and Address of Organization		Date
Names and Titles of Individuals Submitting Request		Telephone
Email Addresses of Individuals Submitting Request		Dates of Project/Program
Grant Request Amount	Total Project/Program Budget	Total Organizational Annual Budget
Others Being Solicited for this Project/Program	Amounts Requested	Amounts Received
Brief Project/Program Title (One Sentence)		Dates of Project/Program
<p>Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.</p>		
Subject Focus (Program Area)	Population(s) Served	Type of Support Requested (i.e. Operating, Capital, Start-Up, etc.)
_____ Signature of Board Chairman/President		_____ Signature of Executive Officer
_____ Print Name (Title)		_____ Print name (Title)

Pro Bono Publico Foundation Grant Application ROUND ONE DOCUMENTS due JULY 15



Pro Bono Publico Foundation GRANT AGREEMENT

In the event the Pro Bono Publico Foundation approves a grant to the Organization named below, we agree to the following terms and conditions:

- a) To submit full and complete reports on the manner in which the grant funds are spent, which shall be in accordance with our grant application and for no other purpose, and the progress made in accomplishing the purpose of the grant. The one-page report shall be submitted as of each July 31, and upon completion of the funded project. Reports shall be submitted via email to manager@probonopublicofoundation.org.
- b) To maintain copies of receipts and expenditures regarding this grant and to make these records available to the Grantor during normal business hours.
- c) To repay any portion of the grant not used for the purposes set forth in the grant application.
- d) To prohibit any portion of these grant funds be used for any noncharitable purpose, including, but not limited to lobbying, influencing legislation or public elections, or making grants or loans to individuals.
- e) To promptly notify the Pro Bono Publico Foundation should we become aware that our 501(c)(3) status is challenged by the Internal Revenue Service.

Signed and agreed to this _____ day of _____, 20 __

Name of Organization

Signature of Authorized Representative

Title

Pro Bono Publico Foundation Grant Application

ROUND TWO DOCUMENTS due OCTOBER 1:

Instructions for applicants invited to advance to Round Two

Grant applicants invited to advance to Round Two need to submit the following documents by October 1. Each document should be in a clearly labeled PDF file.

Submit all Round Two Documents together and in a single email, to manager@probonopublicofoundation.org

A. Financial Data - Overall Organization

1. Organization's overall current and prior year operating budget, including expenses and revenue; list sources of revenue received and those pending, including in-kind. Percentage of donations provided directly, or indirectly, by your board
2. Most Recent Financial Report
3. Most Recent Audit
4. IRS Form 990 Annual Report (most recent)

B. Financial Data - Project/Program

1. A budget for the project/program
2. List key staff positions and % of time spent on this project/program
3. List names and amounts requested of other foundations, corporations, and other funding sources for this project/program/purpose
4. Description of how the grant requested would be used
5. List in-kind support

C. Other supporting materials

1. A list of your board of directors, their principal affiliations, and criteria for board selection
2. One-paragraph resumes of key organizational staff including key project/program staff
3. A copy of the current IRS determination letter indicating 501(c)(3)/509(a) tax exempt status or that of your fiscal agent
4. Your most recent annual report
5. Agency affiliation with federated funds or public agencies

D. KPIs

Please see page 6.

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ROUND TWO DOCUMENTS due OCTOBER 1:

Please provide current and historical performance data to help demonstrate the school's needs, accomplishments, and anticipated impact of the Grant requested. Please provide the most recent available data for the following Key Performance Indicators (KPIs), along with comparable data from the prior two to three years when available.

School Profile	26-27	25-26	24-25
• Total student enrollment			
• Student demographics:			
○ Grade levels served			
○ Gender distribution			
○ Race/ethnicity			
○ Economically disadvantaged students (%)			
○ English language learners (%)			
○ Students with disabilities (%)			
• Number of teachers			
• Number of staff employed			
• Volunteers			
• Student-to-teacher ratio			
• Average daily attendance rate			
• Student retention rate			
• Parent and family engagement metrics			

Academic Performance	26-27	25-26	24-25
• Standardized test scores (state assessments)			
○ Reading/English Language Arts proficiency rates			
○ Mathematics proficiency rates			
○ Science proficiency rates			
• School Performance Score (SPS) or equivalent rating			
• Growth scores or academic progress indicators			
• Graduation rate			
• Promotion/grade advancement rates			
• College and career readiness indicators			

Behavioral and School Climate Indicators	26-27	25-26	24-25
• Student discipline referrals			
• Suspensions (in-school and out-of-school)			
• Expulsions			
• School climate survey results			
• Student and teacher satisfaction survey data			

Program-Specific Metrics	26-27	25-26	24-25
• Please provide data relevant to the proposed grant project.			