**MAISON HOSPITALIERE**

**PROGRAM OVERVIEW**

In 1879 Coralie Correjolles organized 30 women into “La Socíeté Hospitaliere des Dames Louisianaises” to provide food and medicine to the needy of New Orleans, many of whom had lost everything during the Civil War. The group became especially concerned by the plight of elderly ladies, who, due to the loss of their husbands in the war, were destitute and living in squalid conditions. Through its collection of 10 cent monthly dues over 14 years, the Socíeté was able to raise the money for its first building, 822 Barracks Street, to provide residence for 20 women. Over the next 113 years Maison Hospitaliere evolved into a skilled nursing facility for both men and women. Hurricane Katrina scattered both residents and staff across the country, and in November 2006 the board decided to close the facility.

When the Maison Hospitaliere sold its French Quarter complex for more than $4 million, the proceeds were incorporated into a Supporting Organization of the Greater New Orleans Foundation so that the Maison’s mission could continue by making grants to organizations serving women and their families. **Grants will be made available to 501(c)(3) organizations that provide living assistance and care to indigent women in the Greater New Orleans area. These grants will support direct services to women in the form of either general operating support or program support. Grants will range up to $20,000.**

Maison Hospitaliere will **NOT** consider capital projects, event sponsorship, or research requests. Faith-based organizations are welcome to apply for support for programs that do not include religious activities, such as religious worship, instruction, or proselytization.

## How to Apply

* Organizations applying for grants should complete the Southern Grantmakers Forum Application Form***.*** Applications must be typed. A cover letter is unnecessary and will not be considered as part of the application.
* Applicants should submit their completed proposal, including supporting material, **by 5:00 pm September 1, 2014** to: [grants@gnof.org](mailto:grants@gnof.org)

**SOUTHERN LOUISIANA GRANTMAKERS FORUM**

**APPLICATION FORM**

**G E N E R A L I N S T R U C T I O N S**

* **Please type and single-space all proposals.**

* **Please answer all of the applicable questions in the order listed.**
* **Please use the headings, subheadings, and numbers provided.**
* **Please submit via email.**
* **Please do not include any materials other than those specifically requested at this time.**

Southern Louisiana Grantmakers Forum

Application Form

Grant Proposal Format

**I. PROPOSAL NARRATIVE - Please do not use more than three pages.**

A. Background - Describe the work of your agency, addressing each of the following topics.

# A brief description of its history and mission

1. **The issue(s) that your organization works to address.**
2. **Current programs and accomplishments. Please emphasize the achievements of the past year.**
3. **The population that your agency reaches, including geographic location, socio-economic status, race, ethnicity, gender, age and physical or mental abilities.**
4. **Overview of organization structure including board, staff and volunteer involvement.**
5. **Your organization’s relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain the differences from and similarities to these other agencies.**

**B. Funding Request - Please describe the program for which you seek funding.**

1. **If applying for general operating support, briefly describe how this grant would be used.**
2. **If your request is for a specific project/program, please describe in detail:**

**• A statement of its primary purpose and the issue that you are seeking to**

**address.**

• **The population that you plan to reach, how they will be involved and how they will benefit from the project/program.**

**• Strategies that you will use to implement your project/program.**

**• The names and qualifications of the individuals who will direct the**

**project/program, if known.**

**• Anticipated length of the project/program and timeline.**

**• How the project/program contributes to your organization’s overall**

**mission. How it will benefit the community.**

**• Any collaboration/interaction with other groups.**

**C. Evaluation - Please explain how you will measure the effectiveness of your activities.**

1. **Describe your criteria for a successful program.**
2. **What are the results you expect to have achieved by the end of the funding period?**

**3. What are your plans for future funding?**

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

Southern Louisiana Grantmakers Forum

### Application Form

Grant Proposal Format

**II. ATTACHMENTS - Please label all attachments.**

**A. Financial Information - Overall Organization**

**1. Organization’s current and prior year operating budget, including expenses and**

**revenue; list sources of revenue received and those pending, including in-kind. If**

**possible, indicate what percentage of donations are provided directly or indirectly**

**by your board.**

**2. Most recent annual financial statement (audited, if available; if not, enclose most**

**recent IRS form 990).**

**B. Financial Information - Project/Program (if applicable)**

**1. A budget for the project/program.**

**2. List key staff positions separately and include % of time spent on project.**

**3. List names and amounts requested of other foundations, corporations, and other**

**funding sources to which this proposal has been submitted.**

**4. Indicate the specific uses of the requested grant.**

**5. List in-kind support.**

**C. Other supporting materials**

**1. A list of your board of directors and their principal affiliations. Please include**

**criteria for board selection.**

**2. One-paragraph resumes of key organizational staff including key project/program**

**staff.**

**3. Agency affiliation with federated funds or public agencies.**

**III. PROPOSAL SUMMARY - The attached grant proposal summary sheet must be**

**completed.**

Maison Hospitaliere

GRANT PROPOSAL SUMMARY SHEET

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and Address of Organization** | | | | | | | **Date**  **Telephone** |
| **Names and Titles of Individuals Submitting Request Email Address** | | | | | **Tax ID Number:** | | |
| **Amount Requested: $** | | | **Total This Project/Program: $** | | **Total Organizational Annual Budget:**  **$** | | |
| **Brief title (One Sentence)** | | | | | **Dates of Project/Program** | | |
| **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.** | | | | | | | |
| **Others being solicited for this project/program.** | | | **Amount Requested** | | | **Amount Received** | |
| **Subject Focus (Program Area)**  **(i.e. Health Care, Transportation, etc.)** | **Population(s) Served :**  **Does your request for this proposal serve women?**  **Yes No** | | | **Type of Support Requested**  **Program** | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Board Chairman**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Print Name** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Executive Officer**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Print name** | | | | | |

**Grant Application Checklist**

**(To be Included with application)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please check below to affirm that each of the elements below is included in your application:

**Application Cover Sheet**

**Proposal Narrative**

**Program budget, if applicable**

**Latest annual budget, including both revenues and expenses, approved by your board of directors**

**List of your organization’s board of directors**

**A copy of your most recent audited financial statements (or, if unavailable, an internally prepared statement of financial position/balance sheet and statement of activities/income statement)**

**Your organization’s most recent tax return (i.e. your Form 990)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Executive Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Title