

THE LEONETTE FOUNDATION

POLICIES AND PROCEDURES

Revised 2012

GENERAL INFORMATION

The Minnie B. Leonette Family Foundation, commonly referred to as The Leonette Foundation, is a philanthropic organization established in 1994. It was created by the estate plan of Minnie B. Leonette, a longtime resident of Nevada who, during her lifetime, supported organizations which provided medical help to children and assistance to marginalized persons in the community. Mrs. Leonette established the Foundation because she believed that private funds should be used to encourage inventive solutions to problems that in contemporary society go unfunded by public entities.

The Foundation is governed by a board of five directors, one of whom is a rotating director and great grandchild of Mrs. Leonette. The Board of Directors meets quarterly to, among other things, evaluate applications for grants and review the performance of previously funded organizations.

OPERATIONS AND PURPOSE

The Foundation does not itself operate programs, but makes grants to private, non-profit organizations and public agencies to carry out projects that will benefit needy children and seniors located in Northern Nevada,

specifically the Reno, Sparks and Lake Tahoe areas. Grants usually are for one year and, in many cases, may be renewed for additional years, if the project is making satisfactory progress in the opinion of the majority of the directors.

PROGRAM PRIORITIES

The directors have established that in keeping with Mrs. Leonette's wishes, the Foundation will accept grant requests primarily in the following categories:

1. Aging, Centers & Services: Innovative approaches to improvement in the quality of life for senior citizens.
2. Children & Youth Services: Enriching the health and well-being of emotionally, physically, economically, or intellectually deprived children who might not otherwise qualify for help from the public sector.

Within these categories, the directors must act electively. Grants are made for new and innovative projects that appear to have the greatest feasibility and significance. The feasibility of a project includes the extent to which the leadership, setting, scale, and design are adequate to achieve its goals.

The significance of a project includes the importance of the issues addressed and the potential of the project as

a model, as a source of permanent institutional reform, or as a contribution to public social policy. In each of the priority categories, The Leonette Foundation will pay particular attention to projects sponsored by the groups they are designed to serve. The Leonette Foundation does not make grants to individuals.

REQUIREMENTS FOR APPLICATION

The Leonette Foundation has adopted a Grant Application Format which includes:

1. A one-page cover letter that addresses the interest and priorities of the funding source and amount requested.
2. Summary of applicant organization by completing a Grant Application Form signed by two (2) authorized officers.
3. A brief narrative that include
 - a) Applicant's information, including mission statement, goals and objectives.
 - b) Purpose of grant, including issues to be addressed; constituency and numbers to be served and how they will benefit; goals and objectives for the purpose of the grant; planned activities to accomplish these goals; timetable for implementation; other organizations, if any, participating in the activity; and strategies for funding at end of grant period.

c) Evaluation, including expected results, how define and measure success, and how project's results be used or disseminated.

4. Required attachments include

- a) List of directors and key staff
- b) Most recent fiscal year-end audited financial statement.
- c) Agency and project/program budget
- d) Most recent organization financials
- e) Annual report (if available)
- f) IRS determination letter indicating tax exempt status
- g) List of major contributors and amounts
- h) List of volunteer involvement and in-kind contributions.

Any request for a grant should be submitted with an original and five additional copies. Copies of the Grant Application Format may be obtained on the Foundation website www.leonettefoundation.org or by email at info@leonettefoundation.org.

GRANT PROCEDURES

After a complete application has been accepted by the Foundation, officers of the Foundation may arrange a visit to the project site to interview representatives

of the applicant organization. Because of limited resources and the large number of requests, the Foundation can make grants to only a very small percentage of the organizations requesting assistance.

Grants are approved at meetings of the Foundation Board of Directors. There is usually a waiting period before an application can be considered by the Board. Once approved, a Grant Agreement Contract is sent to the applicant; and upon execution of that contract, grants are paid in accordance with the terms of the grant. Grantees are requested to provide the Foundation with periodic reports of program progress and expenditures. Grantees are required to provide the Foundation with final narrative reports and statements of expenditures. Any unexpended funds must be returned to the Foundation. Any questions pertaining to the Foundation or grant selection process may be directed to the Foundation President at The Leonette Foundation, P.O. Box 33250, Reno, NV 89533, or by email at info@leonettefoundation.org.

