



EMPLOYEE OWNERSHIP FOUNDATION

Grant Proposal Guidelines

BACKGROUND

The Employee Ownership Foundation (EOF) was established in 1995 by the Board of Directors of the ESOP Association. The EOF is a gateway through which the leaders of the employee ownership community~ including owners, managers, advisors, academicians, legislators media and other allied organizations~ come together to fund, conduct, coordinate and monitor important employee ownership initiatives. The EOF will consider grant proposals from organizations and individuals that are eligible as defined by these guidelines.

The EOF is a Public 501(c)(3), tax-exempt, non-lobbying entity whose primary purpose is to raise funds for the implementation of programs which will raise the level of awareness and appreciation of the benefits of employee ownership, and increase the number of employees who have access to this benefit.

EMPLOYEE OWNERSHIP FOUNDATION MISSION

The Employee Ownership Foundation exists to promote employee ownership. The Foundation will acquire and distribute resources to teach the value and benefits of employee ownership.

GENERAL PURPOSE

Employee ownership is an extraordinary opportunity for ordinary people to improve their lives and to add value to the company which they co-own. It is this belief which led to the creation of the EOF and the desire to advance the understanding and appreciation of employee ownership more broadly.

Knowledge and understanding of employee ownership will lead to recognition that this corporate structure increases productivity through greater employee participation, strengthens the free enterprise system with a wider distribution of wealth, and in the process enhances individual self-worth and dignity.

The EOF will focus its attention on three essential areas to enhance the expansion of employee ownership through the funding of programs and projects. Those priorities are Education Initiatives, Performance Advancement and Communication and Information.

Education Initiatives:

The EOF will fund educational programs that improve business skills, cultivate a more efficient workforce and which ensure that the complex operational requirements of the employee ownership structure are met. This may include but is not limited to:

- *Specialty training for line and management personnel through retreats, seminars and workshops;
- *Development of specific course curricula, in cooperation with educational institutions, focusing on employee ownership and management;
- *Outreach efforts through which successful employee-owned firms meet periodically with management, line or technical employees from less-experienced ownership firms.

Performance Advancement

The EOF will fund programs that help the employee-ownership community recognize and apply the best practices of company management, since employee owners rely upon the management team to make sound, knowledge-based decisions. Funding may include the following types of initiatives:

- *Examination of employee-manager relationships which may improve productivity and corporate performance;
- *Development of long-range forecasts of socioeconomic and demographic factors which may effect employee-owned companies;

- *Enhancement and marketing of print and electronic training materials which identify and promote employee-ownership;
- *Research of the economic and/or cultural impacts of employee-ownership on business organizations and the economy.

Communication and Information

The EOF will fund programs designed to promote and ensure the credibility of the employee-ownership concept with business owners, investors, educators and the public. Accordingly, those initiatives may include:

- *Developing and disseminating economic data characterizing employee-ownership investment and future capital requirements;
- *Designing communications strategies to help improve public understanding and acceptance of employee-ownership advances and accomplishments in the public interest;
- *Providing knowledgeable, well-prepared spokespersons with the information needed to meet with the public, the media, and civic groups.

The EOF was established as an expression of the employee-ownership community's commitment to broadening the understanding of and participation in employee-ownership as an important element of the national economy. Thus, all grant proposals should contain specific reference as to how the project relates to the essential areas described above, as well as to the EOF Mission.

GRANT APPLICATION PROCESS

A letter describing the purpose of the request is required before grant application materials will be sent. The letter should briefly describe the organization, why funds are needed and what specifically will be accomplished with the funding. Letters are accepted at any time and all letters will be acknowledged. If the EOF deems the request appropriate for full consideration, the applicant will be provided with application materials.

The EOF Grantmaking Committee meets in May and November. Application deadlines are therefore March 15 for the May meeting and September 15 for

the November meeting. All application materials must be received by these dates in order for a request to be considered. (The Committee may elect to consider funding requests at other times during the year if a majority of Trustees agree to such an exception.)

MONITORING OF GRANTS

The EOF will require periodic progress reports from the grantee, to be determined at the time of the grant award. The purpose of monitoring is to help the grantee succeed, to help the EOF evaluate the success of the grant, to continue receiving input from the grantee about the project and to determine any other projects which might evolve from it.

Once grants have been made, the EOF will monitor progress by telephone, correspondence or site visits. Grantees are required to make interim and final reports, depending upon the nature of the project and its duration. Grants may be distributed in full or in installments, as determined by agreement between the EOF and the grantee.

CONTACTS

For information or grant application guidelines, please contact:

*The Employee Ownership Foundation
1726 M Street, N.W.
Suite 501
Washington, D.C. 20036-4507
Telephone: (202) 293-2971
Fax: (202) 293-7568*

PROPOSAL FORMAT

Application for a grant from the EOF will not be considered complete unless it includes all of the following:

1. Proposal Summary (One page or less)
2. Narrative (Maximum of three pages)
 - A. Organizational Information
 - *Brief summary of the organization's history
 - *Statement of the organization's mission and goals
 - *Description of the current programs
 - B. Purpose of Grant
 - *Description of project goals and objectives including a statement as to whether this is a new or ongoing part of the organization's activities
 - *Plans to accomplish goals and objectives, including timetable
 - *Statement of why the organization is best suited to carry out the proposed project
3. Attachments
 - A. Organizational budget: one-page, line-item budget for the organization for the current fiscal year and audited (if appropriate) financial statements for the past two fiscal years
 - B. The proposed project budget, including expenditures and any anticipated income
 - C. Names and qualifications of key staff responsible for the project
 - D. List of current Board of Directors (if applicable) and their organizational affiliations
 - E. Other funding sources: list all grants received during the previous twelve months, the names and amounts requested of other foundations to which this proposal has been submitted

All application materials should be sent to:

*The Employee Ownership Foundation
1726 M Street, N.W.
Suite 501
Washington, D.C. 20036-4507*



PROPOSAL SUMMARY SHEET

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Telephone: _____ Fax: _____ E-Mail: _____

Contact Person: _____ Title: _____

Proposed Grant Name: _____

Amount Requested: _____ Project Budget: _____

Annual Organization Budget: _____ Amount from Other Sources: _____

Amounts and Dates of Previous EOF funding, if any: _____

Beginning and Ending Dates of Project: _____

Proposal Summary: How will the funds be used and what are the expected outcomes?
(Please use this space only.)

Signature of Authorized Individual: _____

Title: _____ Date: _____