



Mission

The Rita Allen Foundation invests in transformative ideas in their earliest stages to leverage their growth and promote breakthrough solutions to significant problems.

History

Established in 1953, the Rita Allen Foundation has sponsored a Scholars program in biomedical research that has supported more than one hundred scientists over the last thirty years. A recent infusion of endowed funds has greatly enhanced the Foundation's abilities and potential. The Foundation recognizes that it must be flexible enough to respond to unique challenges, ideas and projects that lie beyond its original program areas. Based in Princeton, New Jersey, the Rita Allen Foundation's areas of active interest include investing in young leaders in science and social innovation, promoting civic literacy and engagement, and building stronger communities.

Grant Guidelines

The Rita Allen Foundation's Grant Guidelines focus on key areas of interest that complement one another and work together to underscore the values embodied in our Mission and Guiding Principles. Funding priority will be given to those applications meeting multiple criteria.

We are interested in the following endeavors and how we can maximize potential to promote the Common Good:

- **Young Leaders in Science and Social Innovation:** The opportunity to support outstanding young talent, in the early stages of their careers, who advance new, innovative ideas addressing some of society's greatest challenges. Encouraging high-potential ideas and game-changing solutions in science and social entrepreneurship.
- **Civic Literacy and Engagement:** Addressing the need to provide reliable information services for an effective democracy and engagement in civic life. Improving public information sources and materials to encourage greater, responsible participation and broader community involvement and action.
- **Community Building:** The opportunity to empower residents and their neighbors to build sustainable, healthy communities. Providing the networks, processes, tools and projects that produce lasting outcomes for real, positive change in the community.

Eligibility

- Organizations must be exempt under Section 501(c)(3) of the Internal Revenue Code and classified as "publicly supported" under Section 509(a)(1) or (2) of the Code [or a state institution of higher education that is described in Section 170(c)(1) of the Code].

- Organizations must be fiscally sound and provide financial information meeting the standards of the Foundation.

Funding Guidelines

The Rita Allen Foundation funds requests from philanthropic organizations aligned with the Foundation's Mission, Guiding Principles, and other criteria. The Rita Allen Foundation does not accept solicitations from individuals for personal needs. The Rita Allen Foundation does not fund general operational or capital support.

Selection Process/ Due Dates

The Rita Allen Foundation reviews proposals throughout the year. However, the Foundation does not accept unsolicited proposals. All pending requests must be solicited by the Foundation. Invited applicants should first submit a brief Letter of Intent (LOI – concept paper) describing their project. After review of the LOI, the applicant is notified of the Foundation's decision on continuing the process. Those applicants accepted for further consideration will be asked to submit a more detailed proposal.

Letter of Inquiry (LOI – concept paper)

Please include the following information in your LOI and limit it to two pages:

1. name of organization, contact information, website;
2. a brief organizational history that includes the mission of the organization, and information on key personnel (1-2 paragraphs and not to exceed 250 words);
3. estimated funds requested for the proposed project;
4. a brief description of the proposed project;
5. the need the program addresses;
6. the anticipated outcomes and metrics to evaluate objectives of the project;
7. intended impact of project;
8. estimated time period for project;
9. name of primary contact person;
10. name(s) of primary project staff with biographies;
11. identify Rita Allen Foundation priority area (Young Leaders in Science and Social Innovation, Civic Literacy and Engagement, Community Building); and
12. please forward a copy of proof of tax exemption, latest Form 990, and latest audited financial statements.

In addition you should address the following questions:

13. What do you want to learn from your work?
14. What other organizations are conducting similar efforts? Who might you collaborate with in this work?
15. How would this project break new ground or be innovative? What is distinct/unique about your project?
16. How could this program be a model for others and/or increase in scale? How could your project be leveraged?
17. Are there other funders supporting this project? How do you intend to keep the program or project ongoing beyond support offered by the Rita Allen Foundation?

Policies

The Rita Allen Foundation requires that any awarded grant recipient meet the following guidelines:

- **A Pre-Grant Review.** All potential grantee organizations and their programs are assessed by the Foundation.
- **Expert Review.** Proposals also may be reviewed by expert evaluators.
- **A Countersigned Grant Recipient Letter.** Every grant recipient is required to sign a letter establishing a range of grant conditions.
- **One or More Site Visits.** The Rita Allen Foundation may visit the grant recipient during the term of the grant.
- **Financial and Narrative Reports.** During the grant term, grant recipients are required to submit reports that are reviewed by the Rita Allen Foundation for compliance with the terms of the grant.

Grant Proposal

If accepted to submit a proposal, please provide the following detailed information:

- P 1 - Executive summary of the project proposal (purpose, specific outcomes, and financial overview) including percentage of funds requested for overall project expenses and other sources of funding for the proposal.
- P 2 - A brief organizational history that includes the mission of the organization and information on key personnel (1-2 paragraphs and not to exceed 250 words).
- P 3 - A narrative that describes the main purpose of the proposed grant.

- P 4 - As specifically as possible, please describe the anticipated outcomes and impacts.
- P 5 - How this project contributes to the overall mission of your organization.
- P 6 - Plans for evaluating your work going forward, including your vision of success, specific assessment tools that will be used in the process, and quantitative metrics for evaluation.
- P 7 - A detailed timeline for major project milestones throughout the process, including the evaluation phases.
- P 8 - Overall challenges of your organization and specific project challenges and opportunities, including strategies for addressing them.
- P 9 - A list of who would work on the project, including their title and responsibilities, and biographies.
- P 10 - A list containing Board member names and affiliations.
- P 11 - Detailed organizational budgets (income and expenses) for the current and proposed fiscal years and, if applying for a specific project, a budget for that project.
- P 12 - Most recent Audited Financial Statements and Form 990.
- P 13 - Annual Report (if available).
- P 14 - Photos and video clips (optional): up to five images (preferably in jpg or png formats) that are representative of your work and for which the Rita Allen Foundation has permission to publish on our website or in any Rita Allen Foundation publication. (Please be sure to include any applicable photo credits.)
- P 15 - How would this project be innovative?
- P 16 - How this project could be scalable and/or a distinct model for other programs addressing similar critical needs.
- P 17 - List of potential partner organizations (collaborators).
- P 18 - Plan describing how organization plans to fiscally sustain project.

Please send all letters of inquiry and grant proposals to:

Elizabeth Christopherson
President and Chief Executive Officer
Rita Allen Foundation
92 Nassau Street, 3rd Floor
Princeton, NJ 08542

Rita Allen Foundation Guiding Principles

To honor our rich history and to guide our activities in the future, we, the Directors and staff of the Rita Allen Foundation, embrace the following guiding principles:

Innovation

1. We will be an innovative and agile organization; to this end, we will rely on strategic, collaborative approaches to initiate and support pioneering programs that break new ground and challenge the status quo.

Focus

2. We will focus our efforts on enduring areas of domestic and global concern; our goals especially include advancing the frontiers of biomedical science, leadership and education. We will respond to short-term societal needs and undertake programs consistent with the mission and vision of the Foundation.

Lasting Outcomes

3. We seek to advance new ideas and discoveries that address the root causes of challenging problems; we will define success by objectives linked to a significantly positive and lasting impact on individuals and the broader society.

Collaboration

4. We will work with and convene leaders to develop and implement strategies that support innovation and bring new ideas and information to targeted groups; new areas of collaboration will evolve as we continually reevaluate human needs.

Core Values

5. We will bring to our work and seek in our relationships with others a commitment to, and belief in, the positive power of courage, hope, passion, and shared aspirations; we are committed to translate these core values into effective action.

Leadership

6. To be a leader and a model both in our programs and in our operations, we will embrace appropriate levels of risk; we will foster an entrepreneurial spirit informed by inquisitiveness, due diligence, creativity, and responsible stewardship of our assets.

Learning

7. We will engage in a collegial process of continuous learning, hard work and reassessment; we recognize that these qualities are essential to achievement of our mission.