



C H O I C E   H O T E L S   I N T E R N A T I O N A L <sup>TM</sup>

## Choice Hotels International Foundation

### **Mission:**

Our mission is to give back to the communities in which we live and operate by supporting programs that provide food and shelter to those in need, enhance and enrich educational efforts and promote the growth and development of tourism. The Choice Hotels International Foundation will support these efforts by actively engaging our associates and franchisees through volunteerism and philanthropic giving.

### **Guidelines:**

To be eligible for support, an organization or institution must be tax-exempt under Section 501(c)(3) of the United States Internal Revenue Code, contributions to it must be tax deductible under Section 170(c), and its program(s) must be located primarily in the United States or Puerto Rico. In addition, it must be in compliance with the requirements of the Americans with Disabilities Act, Equal Employment Opportunities Act, and other federal, states and local laws or regulations that may apply.

### **Areas of Focus:**

The Foundation will consider grant requests from non-profit organizations that offer programs and services in these key support areas:

- Providing shelter and food to those in need
- Supporting the educational efforts of schools, workforce entry organizations and the hospitality industry
- Promoting the growth and development of tourism

We give preference to requests for specific projects or programs that are within the areas of our primary focus and:

- Are supported by our associates
- Meet community needs in innovative ways
- Have specific objectives and have mechanisms for measuring results
- Promote cooperation with and avoid duplication of programs and services provided by other organizations or agencies
- Demonstrate the applicant's ability to exercise fiscal accountability.



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All requests must be made in writing on the organization’s letterhead and signed by its Executive Director or President. Please provide the following information in this order. You may generate this cover sheet on your computer and add it to the narrative, budget, and attachments described on the next pages.

**General Information – Cover Sheet**

- Date of Request:
- Organization Name (as it appears with the IRS):
- Organization Name (if other than above):
- Organization Address:
- Phone/Fax:
- Executive Director (Title, First Name, M.I., Last Name):
- Contact Person (Title, First Name, M.I., Last Name):
- Contact Title:
- Contact Phone Number (if different from above):

<p>Total Organizational Budget: <i>(list or circle one)</i></p> <p>\$0-\$50,000</p> <p>\$50,000-\$149,999</p> <p>\$150,000-\$299,999</p> <p>\$300,000-\$999,999</p> <p>\$1 million +</p>	<p>Population Served: <i>(please list or circle one per column)</i></p> <p>African American</p> <p>American Indian</p> <p>Asian Pacific</p> <p>General</p> <p>Hispanic/Latino</p> <p>Multi-Cultural</p>	<p>Type of Funding Requested <i>(please list or circle one)</i></p> <p>Aging</p> <p>Disabilities</p> <p>Low Income</p> <p>Women</p> <p>Children/Youth</p> <p>Community Wide</p>	<p>Annual Operating</p> <p>Capital Support</p> <p>Special Project</p>
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**Associate Involvement:**

Do any Choice Hotels International associates currently volunteer with your organization? If not, do you have opportunities for our associates to become involved with your organization?  
 Are there any Choice Hotel International associates on your Board of Directors?

**Link to Choice Hotels Foundation mission and guidelines:**

Within which area of focus of the Choice Hotels Foundation does your organization fit?  
 Have you applied to the Choice Hotels International Foundation for funding in the past?  
 Have your received grant funding from the Choice Hotels International Foundation in the past? If so, a copy of the final report previously submitted and based on the use of the funds must be included with this request.

**Summary:**

- Summarize your request
- Total amount requested
- Total amount needed for above purpose
- Period of time grant moneys needed (Mo./Yr.)-(Mo.-Yr.)
- Other sources approached for support, amounts requested, and status of request
- How will acknowledgement of Choice Hotels International Foundation contribution be given?



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## **Narrative (maximum of 5 pages):**

Dates of your fiscal year:

Mission, goals, and objectives (2-3 sentences)

Briefly describe your organization's history and major accomplishments

Current programs and activities

Geographic area and descriptive data about population served

Number of people served per year for entire organization

## **Briefly describe how your organization works:**

What are the responsibilities of the board, staff, volunteers, and (if a membership organization) members?

Please outline the general demographics of the organization and the population served.

Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.

How do you think your request fits within Choice Hotels International guidelines, areas of focus and theme?

What are the goals, objectives, and activities/strategies involved in this request? What is your timeline?

How does this request help to achieve those objectives?

What problems, needs or issues does your project or organization address?

## **Evaluation**

Describe your plan for evaluating the success of the project or for your organization's work.

Who will be involved in evaluating this work?

How will the evaluation results be used?

## **Attachments:**

Evidence of tax exempt status from the Internal Revenue Service: 501(c)(3) Determination Letter

List of Board of Directors and their affiliations

Most recent financial statement or CPA Audit

Current year functional budget (from IRS form 990)

Current Project Budget if other than general support is sought

List the ten largest single sources and respective amounts of overall organization revenue

Any other items that you feel would help us assess your application

## **Please submit your request electronically to:**

[Choice\\_foundation@choicehotels.com](mailto:Choice_foundation@choicehotels.com)

## **Or your request can be mailed to:**

Choice Hotels International Foundation

4225 E. Windrose Drive

Phoenix, AZ 85032



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## Final Report

Upon completion of your granting period, we require that you complete a final report. The final report must be filed prior to another application being accepted.

1. Since the award of your Choice Hotels International Foundation grant, has your organization's mission, operations or activities changed substantially?

If yes, please explain.

2. Please provide the results of the grant based on the plans proposed to evaluate the success in your original proposal. Please provide quantitative as well as qualitative results.
3. Attach a detailed accounting of grant funds expended to your organization from the Foundation in this report.
4. If your organization was successful in publicizing your work and the Choice Hotels Foundation grant, please provide copies of newspaper clippings or web articles.
5. Please provide a copyright free photo of the essential work of your organization.

*This portion of the grant proposal guidelines is applicable only if a grant request has been granted. This form should be completed and returned at the end of the calendar year following the receipt of Foundation funds.*