

# **THE LEONETTE FOUNDATION**

## **POLICIES AND PROCEDURES**

Revised 2016

### 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 revised Grant Application Format. Copies of the Grant Application Format and all information regarding grant requirements may be obtained on the Foundation website [www.leonettefoundation.org](http://www.leonettefoundation.org) or by email at [minnie@leonettefoundation.org](mailto:minnie@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. Prior to any new grant requests, Grantee must provide the Foundation with a brief (no more than one page) final narrative report and statement of expenditures for previously granted funds. In addition, applicants may only apply once, for any program, during a 12 month period. Any unused 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, by phone (775) 828-1433 or by email at [minnie@leonettefoundation.org](mailto:minnie@leonettefoundation.org).