

Please complete your proposal using our online grants management portal (instructions located on the foundation’s website). This PDF is for informational purposes only.

### APPLICATION OVERVIEW INFORMATION

Requested Amount

Project/Program Title (or General Support if the entire organization’s work is aligned with the program area for which you are applying)

Project/Program Summary (Limit 50 words)

Year Organization Founded

Project/Program Start Date

Project/Program End Date

Total Annual Organization Budget

Total Project/Program Budget (if applicable)

Program Area

Grant Geographic Service Area

Grant Age Group Served

### NARRATIVE QUESTIONS

1. Describe the program(s) for which you are seeking funding. Please be sure to include the number of families and/or seniors to be served, demographics including low-income status or other poverty indicators, the specific ways that families and/or seniors will be supported through your program(s), and any wrap around services that are provided in conjunction with your food and/or shelter programs. (750 words)
2. What are your anticipated outcomes for the program(s) during the grant period?
3. How do you collect data to track progress towards your goals? Please also describe the mechanisms in place to measure client satisfaction and adjust programs as necessary. (300 words)
4. Please describe any anticipated changes to your organization or new projects over the next year (e.g. expansion plans, leadership transitions, finances or revenue streams, evaluations, strategic plans, etc.). (400 words)
5. What trends are you seeing with the clients you serve? Is there any additional information you would like to share to enhance our knowledge of your organization’s work? (250 words)
6. Please list the salaries and titles of the organization’s three highest paid employees.

7. Please list the percentage of the organization’s total revenue that the following categories below make up:

Category	Percent of Total Revenue
Government	
Earned Income	
Corporate and Foundation grants	
Individual Contributions	
Board Contributions	
Other	

8. Please provide the total board contribution budgeted for the current fiscal year, and the percentage of board members making donations.

**DOCUMENTS TO UPLOAD (Please note that all documents must be uploaded as PDFs)**

1. Most recent annual audited financial statements (or financial statements for the last completed fiscal year if audited financial statements are not available). (Required)
2. Income and expense projections for current operating budget. Please list all major categories of income including government support, earned income, corporate and foundation grants, and individual and board contributions. (Required)
3. Program/project budget (If applicable)
4. List of committed and pending grants for the agency (and, if applicable, the project). Please provide names of foundations and corporations as well as grant amounts, and note if they are committed or pending. (Required)
5. Board of Directors List (Please refrain from including personal information of board members, such as phone number, home address, email, etc. from this list) (Required)
6. If applicable, Letter of Agreement between your organization and fiscal sponsor