Instructions:
- Read the Guidelines: Review the Foundation's mission and guidelines to ensure your project aligns with our priorities.
- Prepare Your Responses: Use this template to prepare your answers.
- Gather Required Document Uploads: Ensure you have all necessary documents ready, such as proof of tax-exempt status, organization budget, and project budget.
- Submit Online: Transfer your prepared responses to the online application form.

Important Notes:
- No Pre-Submission Discussions: The Foundation does not discuss the applicability or suitability of requests prior to submission.
- Funding Levels: The Board may adjust the requested amount to a lesser level. Organizations should secure additional funding from alternate sources, as the Foundation is rarely the sole funder for a project.
- One Session Submission: You cannot save your progress or update your application once submitted. Complete all answers in one session.
- Submission Order: Applications are reviewed in the order received. The Foundation Board meets ten times per year and reviews up to thirty-five applications per meeting.
- PDF Format: Ensure all uploads are in PDF form and legible when printed on standard, portrait-oriented, letter-size paper.
- Budget Documents Only: Upload only the project budget and organization budget. Do not upload audited financial statements or 990s, as they will be omitted. Budgets should be brief and clear.

PART 1: Overview & Contact Information
Organization Name:
Short Project Title: Enter the title of the project/program you are applying for funding for.
Requested Amount: Enter the amount of funding you are requesting.
Are you a returning applicant? Yes / No
       If yes – Date of your most recent application, status of prior application
       If no – How did you learn about this Foundation?
Organization's Tax ID (EIN):
Organization's Address: This must be a USPS compatible delivery address and is where grant checks will be mailed.
Contact Name & Title:
Contact Email & Direct-dial Phone:
Is your organization currently rated by Charity Navigator?
       If yes – upload a printout of the Charity Navigator page showing your organization's rating and provide a link to the page
       If no – not required

PART 2: Grant Report
(Applicable only if your organization has previously received funding from this Foundation)
Approval date of prior grant:
Period covered by this grant report:
Total grant period:
Short project title:
Grant amount:
Type of grant: general/operating, project/program support, challenge, capital/endowment

For grants less than $10,000:
Brief narrative describing the use of grant funds (3,000 character limit)

For grants $10,000 or above:
Uploads:
- Human interest story
- Project expenses & income
- Accounting of grant dollars spent

Questions: (1,500 character limits for each)
- Describe achievements and setbacks; significant board and/or staff changes:
- Explain the effectiveness of activities measured against goals and what has been learned:
- Describe the plan for the future of this project including rationale for ongoing funding, expansion, replication, or termination:
- From what other sources was this project funded during this time period, and at what level?:
- Provide a brief narrative on variances from the original budget:

PART 3: Proposal
Short Project Title:
Is this a new program/project?
    If no – Date program/project started:
Requested Amount:
Total Project Budget:
Upload: Detailed Project Budget
Focus and geographic emphasis of organization: (500 character limit)
Project Description: (3,000 character limit)
Has other funding been committed for this program/project? Yes / No
    If yes - Describe indicating source(s) and amount(s):
    (150 character limit)
Is other funding being sought for this program/project? Yes / No
    If yes - Describe below indicating source(s) and amount(s): (150 character limit)
    If no – Please explain why no other funding is being sought: (300 character limit)

PART 4: Organization

Is your organization recognized as a charity pursuant to the US Internal Revenue Code? Yes / No
Incorporation Date:
Upload: Copy of your organization's IRS Letter of Determination:
Number of members on the Board of Directors:
Number of Board meetings last year:
Amount of operating budget for the current year:
Upload: Complete organization budget: Do NOT upload a copy of your 990
Number of full-time employees:
Number of part-time employees:
Number of volunteers:
Describe your fundraising activities: (500 character limit)
Three major areas of concentration and describe briefly the programs and activities being utilized to accomplish your objectives in each concentration: (500 character limit for each)
Letter Concerning Tax Status:
- This is a pre-written letter confirming that the tax status of your organization has not been revoked or changed; it only needs to be signed.