The following information is provided to help you determine what is required to apply. Please note that this information must be submitted using the portal. We will not accept this information by mail, email, or any other form except a portal submission. **You may type into this doc and copy/paste into our portal form.**

**My Organization**

Within this section you are asked to provide details about your organization. These items remain saved and can be updated at any time. Once this is completed the first time you will only have to update it in the future. *In other words, if you are a returning applicant these fields will likely already be filled in and only need updating based on any changes.*

* Phone
* Website
* Physical Address & Mailing Address
* National Affiliation/Located in Memphis?
* Staff Compensation – Does all staff make at least 15 an hour?
* Executive: name, pronouns, title, email
* Executive: age, gender and racial identity, ethnicity
* Number of board members
* Board Composition – provide number of members that fall into each sub-category of the following: age, gender identity, racial identity, ethnicity

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**Application**

**Grant Summary Section**

This information will be saved for the future. You will only need to update it after completing these fields for the first time. *In other words, if you are a returning applicant, these fields will likely already be filled in and only need updating based on any changes.*

**Short Text Fields:**

* Number of People Served Annually
* Number of Full Time Staff
* Number of Part Time Staff
* Fiscal Year Ending Month
* Organization's Auditing Firm
* Date Last 990 Filed
* Date Audited Last Financial Statement
* For the prior completed fiscal year, what percentage of your board contributed financially to your organization?
* For the prior completed fiscal year what is the total amount contributed to your organization by your board?

*The following are* ***long text fields****. Please keep this as succinct as possible while addressing the prompts. Approximately 1 page/500 words/2,000 characters per field is a good guide.*

Long Text Fields:

1. Tell us about your organization. Include history with inception date, mission, goals, and long-range plans.
2. Organization's Programs: address your organization's current programs, activities, and accomplishments. Differences from similar or competing organizations. Timeframe in which individuals are served. Agreements or relationships with similar or competing organizations.

Optional Fields:

1. If you do not file a 990 and/or you do not have audited financials, please explain why.
2. Provide any additional comments regarding board contributions here. You may want to let us know about how member have contributed non-monetarily.

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**Project Information Section**

**Short Text Fields:**

1. Amount Requested
2. Project Budget
3. Organization Budget
4. Provide a very brief summary of the purpose for which funds are requested, 2 or 3 sentences only, please. Consider this your elevator pitch.

**Capital Application Only:**

1. What is the percentage of board members that have contributed financially to this specific project or campaign?
2. What is the total amount contributed by your board for this project or campaign?

**Long Text Fields:**

The following are long text fields. We ask that you keep your response as succinct as possible while addressing each prompt. Approximately 2-4 pages/ /2000 words/10,000 characters per long text field is a good guide.

**General Application**

Project Information – Long Text Field:

:

* Project Goals and Objectives
* Activities or Services
* Timeframe or Timeline
* Evaluation- name of the individual or organization that will assess and report the results
* Results to measure success

Financials - Long Text Field:

* List all funding sources for this request (foundations, corporations, and others) solicited for this request for the current year, and if this is not a new project, for previous years indicate the amounts requested and status of your proposal with each one.

**Capital Application**

Project Information – Long Text Field:

Describe the capital campaign request as follows:

* The nature of the capital request
* Capacity of the organization to carry out this request
* Target population that will benefit from the capital request--be specific
* How the capital request will enable the organization to carry out services that would not otherwise be possible
* Long-term facility maintenance plan, if applicable
* Identify regulatory approvals, if required
* Gross maximum price bids if available and applicable
* Detailed project schedule including fundraising plan, duration of campaign, and when actual construction or renovation is to begin
* Fundraising strategy
* Project goals and objectives

Financials Long Text Field 2:

Provide the following financial information:

* Total goal amount of the capital campaign (hard costs, endowment, etc.)
* Amount of capital project (actual building and/or renovation costs)
* Amount anticipated from public appeals (direct mail, etc.)
* Summary of most recently completed capital campaign (if applicable), outlining the campaign goal, amount raised, Board contributions, and beginning and ending dates

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**Attachments Section**

The following must be uploaded in pdf format. There is an option for additional attachments.

* Signed certification & acceptance document
* Last two years complete form 990s
* Last two years complete audited financials\*
* Board list
* Key individuals list
* Project budget
* Organization budget

\*Upload your IRS determination letter if you do not have audited financials based on your organization’s size