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.**

* **Project Title –** Please keep it brief—just a few words max. No need to include your organization’s name in the title.
* You will need to choose between a general or capital application form.

**Your Organization**

In this section, you’ll provide details about your organization. This information is saved and will prepopulate in future submissions. If you’re a returning applicant, you’ll only need to update any fields that have changed.

* IRS Exemption Classification
* Physical Address & Mailing Address
* Website
* Phone
* Name and Professional Title of the User completing the form
* Executive: name, pronouns, title, email
* Executive: age, gender and racial identity
* National Affiliation/Located in Memphis?
* Staff Compensation – Does all staff make at least 20 an hour? (We use the MIT living wage calculator)
* 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
* 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 prompts are long text fields – please keep it as concise as possible.* We recommend no more than 1 typed page per field.

**Organization History** - Tell us about your organization. Include history with inception date, mission, goals, and long-range plans.

**Organization's Programs**

* Provide a brief overview of your organization’s current programs, activities, and key accomplishments.
* Specify the timeframe during which individuals are served.
* Explain how your work differs from or compliments similar organizations.
* Describe any formal agreements or partnerships with similar organizations.

**Target Population – Organization -** If applicable, describe the intended target population for your organization’s services. Please include details about the demographics (e.g., age, gender, race/ethnicity, geographic location), socioeconomic status, and any other key characteristics relevant to your work.

**Project Details**

* Total Amount Requested
* Project Budget
* Organization Budget Total

*The following prompts are long text fields – please keep it as concise as possible.*

**Brief Summary** - Provide a brief 2–3 sentence summary of the purpose for the requested funds. A detailed description will be requested below; this section is for a quick overview.

**Project Information** (GENERAL PROJECT only)

We recommend no more than 5 typed pages

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

**Project Information** (CAPITAL PROJECT only)

We recommend no more than 5 typed pages

* Describe the purpose and nature of the capital request.
* Explain your organization’s ability to execute this campaign successfully.
* Describe how the project will enable services that are otherwise not possible.
* Share your long-term maintenance strategy for the facility.
* Identify regulatory approvals, if required
* Include gross maximum price bids, if available.
* Provide a detailed schedule, including the fundraising plan, campaign duration, and start date for construction or renovation.
* Outline your approach to securing funding for the campaign.
* Project goals and objectives.

We recommend no more than 1 typed page per field.

**Target Population – Project -** If applicable, describe the intended target population of this specific project. Please include details about the demographics (e.g., age, gender, race/ethnicity, geographic location), socioeconomic status, and any other key characteristics relevant to your work. Will you track and measure the actual population served by this project? Was the target population included in the planning for this project?

**Funding Sources** (GENERAL only) - List all funding sources solicited for this request (foundations, corporations, and others) for the current year. If this is not a new project, also include funding sources from previous years, along with the amounts requested and the status of each proposal.

**Financials** (CAPITAL only) - Provide the following financial information:

* Total goal 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 documents are required and must be uploaded as PDFs. An optional attachment field is available if *needed*—please do not include year-end reports, promotional materials, or items unrelated to this specific project.

* Signed certification & acceptance document (see portal homepage)
* 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. 990s are required.