



Application, 2024, Grant Cycle 1 (Spring) Application Form

Introduction

Below you will find a series of questions related to your request for funding. When considering responses for the narrative questions, please disregard the character limits shown, which are system defaults; **they represent a limit, not a target**. Our goal is to allow as much or as little space as needed, noting that brevity is always appreciated. In addition, to the extent it would be helpful, feel free to cut and paste from other grant proposals.

You may [invite others to collaborate](#) with you in completing this application by pressing the blue "Collaborate" button in the upper right of this webpage.

You may print a list of the questions on this application by pressing the grey "Question List" button just above this form.

Please note that your work will be saved as a draft until submitted via the "Submit" button at the bottom of this form. This application is due by 11:59 pm Central time, Friday, March 15.

If you have questions related to the content of your proposal, please contact your primary Foundation contact displayed below. For technical questions related to completing your application, please contact Deborah Mueller (dmueller@jthershey.org). We encourage you to refer to the Foundation's [grantmaking priorities](#) as you complete your application.

Program Manager

Choices

Elizabeth Love, elove@jthershey.org

Carolina Salmeron, csalmeron@jthershey.org

Report on currently outstanding grant* (*Character Limit: 1500*)

Does your organization currently have a final report outstanding for a previous grant? (To determine if there are any outstanding reports, access your organization's history [select organization history in the menu above] and look at the "Request History" tab. If there is a grant with a status of "Follow Up Draft", the final report for the grant has not yet been submitted.)

If so,

- a. please ensure that the final report for that grant has been submitted before submitting this application, **OR**
- b. provide us a brief update on the outstanding grant here; please note that the final report on the grant will still be required by the due date assigned to it.

If not, answer "N/A".

Proposal title* *(Character Limit: 100)*

Years of support requested*

Please select the number of years of support you are requesting. The Foundation gives only one-year grants for capital support, and typically provides only one grant toward a capital campaign.

Choices

- 1
- 2

Year 1 amount requested* *(Character Limit: 20)*

Year 2 amount requested

This section will only display when the answer to "Years of support requested" equals 2.

Year 2 amount requested *(Character Limit: 20)*

Proposal Information

Proposal summary* *(Character Limit: 10000)*

Please describe your request for funding, considering the following:

- the challenge or opportunity you seek to address;
- what you are aiming to achieve;
- the work being proposed (or your theory of change);
- if applicable, your target audience for this work;
- what positions you to advance this work; and
- the challenges or risks you will face.

For those applicants proposing advocacy work, please note that as a private foundation, we are allowed to fund advocacy work as outlined in [this reference sheet published by Bolder Advocacy](#).

For those applicants that are not 501(c)3 charitable organizations, while we are

interested in hearing about your organization's activities and accomplishments, to ensure that we comply with IRS rules please clearly distinguish the charitable work being proposed from any background or contextual narrative you might provide regarding your complete programs.

Please aim for no more than three to five brief paragraphs (note that the 10,000 character limit displayed below is a system default and not a suggestion of length for your response; **it is a limit, not a target**).

Measures of success* *(Character Limit: 10000)*

If you are requesting funding for a short-term time-limited project, how will you know when you have been successful in your work? If you are requesting funding for a longer term or ongoing effort, how will you track progress over the short and long terms?

Please aim for no more than one or two brief paragraphs. (Please note that the 10,000 character limit displayed below is a system default and not a suggestion of length for your response; **it is a limit, not a target**).

Other funding sources* *(Character Limit: 10000)*

Please provide a list of other sources of funding *for this proposal*, and amounts. Please indicate which of these sources are committed and which are pending a decision.

(Please note that the 10,000 character limit displayed below is a system default and not a suggestion of length for your response; **it is a limit, not a target**).

Proposal budget

This section will only display if your JTHF Program Manager would like a proposal budget, if the proposal is fiscally sponsored, or the organization is not a tax-exempt charity.

Proposal budget *(File Size Limit: 10 MB)*

Please provide a budget detailing the anticipated sources of revenue and expenses for your proposal in whatever format your organization uses. Please provide the budget for the entire project or program; do not provide a budget for only the fraction being requested. If lobbying is a part of the proposed project, it must have its own separate line item in the budget. *In keeping with our values, the Foundation aims for our grantee partners to prioritize the well-being of their team members. To that end, we expect that applicants will provide fair pay and benefits for their staff.*

Organization Information

If this is a fiscally sponsored application, please note that the questions in this section are for the sponsoring organization, not the project/group being sponsored.

Please upload documents for the following financial information for your organization. If you have multiple documents to provide for any of the individual upload requests, you will need to merge them into a single document. (If you need to merge multiple pdfs, we have found PDFsam Basic to work well; it is free and open-sourced.)

Organization's current fiscal year budget* (File Size Limit: 10 MB)

Please be sure budgeted *income* is included in addition to budgeted expenses. If your organization's fiscal year is the calendar year, the budget should be for Jan 1 - Dec 31, 2024; otherwise, it should be the most recent budget available.

In keeping with our values, the Foundation aims for our grantee partners to prioritize the well-being of their team members. To that end, we expect that applicants will provide fair pay and benefits for their staff.

Statement of activities* (File Size Limit: 5 MB)

Please provide a statement of activities (aka "income statement") for your organization's most recently completed fiscal year; if your organization's fiscal year is the calendar, it should cover Jan 1 - Dec 31, 2023.

Statement of financial position* (File Size Limit: 5 MB)

Please provide a statement of financial position (a.k.a. "balance sheet") for your organization's most recently completed fiscal year; if your organization's fiscal year is the calendar year, the statement should be as of Dec 31, 2023.

Audit (File Size Limit: 10 MB)

If your organization retains an outside auditor, please provide the most recent report.

Most recently filed tax return (File Size Limit: 15 MB)

If your organization is a 501(c)3 or 501(c)4 and your **Candid** profile does not include your most recently filed 990 or 990EZ (click on the "Public Profile" button at the top of the page and look under the "990's" tab), please upload it here; if your most recent 990 is available on Candid, you may skip this question. If your organization is not a 501(c)3 or (c)4, please upload your most recently filed tax return.

Board roster or proof of governmental status* (Character Limit: 10000 | File Size Limit: 5 MB)

If your organization is:

- a nonprofit, please provide a roster of your current board members; also include your advisory board, if you have one. If this information is available on your

website and is up-to-date, you may simply provide a link(s) to the page(s) that contain the information.

- a governmental entity, please upload documentation of this status (e.g. a letter from an authorized government official, a copy of the legislative act creating the government body, or an IRS government affirmation letter).

Sponsored project's advisory group

This section will only display if this is a fiscally sponsored proposal.

Sponsored project's advisory group*

Please indicate which of the following serves as the sponsored project's advisory committee, board, steering committee or other group that provides guidance.

Choices

The sponsored project has its own advisory group

The board of the sponsoring organization serves as the sponsored project's advisory group

Additional advisory group information

This section will only display if you indicate that the sponsored project has its own advisory group.

Advisory group* (Character Limit: 1000)

In your LOI, you provided the following as your advisory group. Please update if there have been any changes.

Additional leadership information for fiscally sponsored request* (Character Limit: 1000)

The Hershey Foundation values equity and justice; please describe your efforts to ensure that your advisory group and project leadership reflects the interests of communities that will benefit from your work.

Additional organizational leadership information

This section will not display if your proposal is fiscally sponsored and you indicated that the sponsored project has its own advisory group.

Additional leadership information* (Character Limit: 1000)

The Hershey Foundation values equity and justice; please describe your efforts to ensure that your board and staff leadership reflects the interests of communities that will benefit from your work. If your organization is a governmental entity, answer "N/A - governmental entity."

Optional upload and notes to application

Optional upload *(File Size Limit: 20 MB)*

If there are any items that were not requested above that you feel are important in supporting your proposal, upload them here. If you have multiple documents to provide, you will need to merge them into a single document. (If you need to merge multiple pdfs, we have found PDFsam Basic to work well; it is free and open-sourced.)

Notes *(Character Limit: 10000)*

If you would like to share any supplemental information about your work, you may provide it here.

What to expect next:

You will receive an automated email notice when your application has been received into our online system. We may reach out to discuss your proposal in the coming weeks. You can expect to learn the Board's decision regarding your request no later than May 13, 2024.

Feedback:

We aim to ensure that our grant application process is as straightforward as possible. If you encountered any technical issues or would like to provide feedback about the relative ease, clarity or time involved with our process, we'd like to hear from you; please reach out to Deborah Mueller (dmueller@jthershey.org, 713-529-7612), or provide anonymous feedback [here](#). Your input will not be seen by our board (the decision makers), and will have no bearing on whether or not your request is funded.