



## Application, 2025, Grant Cycle 1 (Spring)

### Application Form

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*[Application for unrestricted funding](#)*

## Application for Unrestricted Funding

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*[Application for restricted funding](#)*

## Application for Restricted Funding

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### 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 14, 2025.

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](mailto: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".

### Project Name\* *(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

### Other application *(File Size Limit: 20 MB)*

If you have submitted an application to another funder for the same work you are applying for here, and that application covers any or all of the following three questions,

you may upload it here and answer "See uploaded app" for those questions to which it applies.

### General inquiry provided in LOI *(Character Limit: 5000)*

### 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](#).

Please compose your answer with the understanding that we have read and have access to the original proposal summary provided in your LOI ("General inquiry provided in LOI", displayed above); there is no need to repeat information already provided. Please use your response here to provide more in-depth information and detail. 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 in applications for restricted funding. If you have questions about this, please reach out to your JTHF Program Manager (shown at the top of this form).**

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

Please provide a budget detailing the anticipated 1) sources of revenue and 2) 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. *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.*

### Does the proposed work include lobbying?\*

Does your proposal include any lobbying activities, either direct or grassroots? Direct lobbying involves communication with a legislator that expresses a view about specific legislation, and grassroots lobbying involves communication with the public that expresses a view about specific legislation and includes a call to action. For more specifics, [Bolder Advocacy has a helpful sheet](#) that defines the kinds of lobbying that the Jacob and Terese Hershey Foundation is disallowed from directly funding when making a restricted (aka "specific project") grant, unless we use the Project Grant Rule (more on that if you answer "Yes" to this question).

#### Choices

Yes

No

## Proposed work includes lobbying

**This section will only display if you answered "Yes" to the question of whether the proposed work includes lobbying.**

Under the IRS tax code, the Foundation is prohibited from earmarking grant funds for lobbying expenses, however we can still fund projects/proposals that involve lobbying, as long as we (and you) follow the Project Grant Rule (for more information about the Project Grant Rule, Bolder Advocacy's [Project Grant Rule Hub](#) is a great resource). We ask the following questions to fulfill the [requirements](#) that we not be the sole funder for the project and that the total grant amount not exceed the total non-lobbying budgeted expenses.

### Lobbying budget\* (Character Limit: 20)

Please enter the total amount of the proposal budget that is dedicated to lobbying expense. If it is a multi-year budget, provide the number for the first year for which funding is being requested.

**Non-lobbying budget\*** (Character Limit: 20)

Please enter the total amount of the proposal budget that is dedicated to non-lobbying expense. If it is a multi-year budget, provide the number for the first year for which funding is being requested. Please note that the Lobbying and Non-lobbying amounts totaled together must equal the (year's) total budget.

**Other funding?\***

Do you expect that if a grant is approved for this request, you have other sources of funding to cover the lobbying expenses?

**Choices**

Yes

No

**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, 2025; 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.*

**Fair pay\*** (Character Limit: 1000)

If your organization or project employs staff, please describe your efforts to provide fair pay and benefits for them.

**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 year, it should cover Jan 1 - Dec 31, 2024.

**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, 2024.

**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:

- not a governmental entity, 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).

**Additional advisory group information**

**This section will only display if you indicated in your LOI 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."

### End notes

Additional information? *(Character Limit: 10000 | File Size Limit: 20 MB)*

If you would like to share any supplemental information about your work, you may provide it here, including uploading any items that were not requested above that you feel are important in supporting your proposal (if you need to merge multiple pdfs, we have found PDFsam Basic to work well; it is free and open-sourced.)

#### **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 12, 2025.

Feedback for us *(Character Limit: 2000)*

*This is absolutely optional*

We strive for a streamlined application process and are eager to continually improve it. If at any point you found anything to be unclear, confusing, or particularly burdensome, or if there is an aspect of our process that you especially like and want us to continue doing, we'd really like to hear from you:

- Provide your feedback here; or
- Reach out to Deborah Mueller ([dmueller@jthershey.org](mailto:dmueller@jthershey.org)); or
- Reach out to your program manager (displayed at the beginning of this form); or
- Submit an anonymous, public review of your experience at [Grant Advisor's website](#); or
- Submit anonymous private feedback via this [survey](#).