



Application, 2021, Grant Cycle 2 (Fall) Application Form

Proposal Information

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 artifacts of our system. 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.

Please note that your work will be saved as a draft until submitted via the Submit button at the bottom of this form.

If you have questions related to the content of your proposal, please contact Elizabeth Love (elove@jthershey.org). For technical questions related to completing your application, please contact Deborah Mueller (dmueller@jthershey.org).

Does your organization currently have a final report outstanding for a previous grant? If so, please ensure that the final report for that grant has been submitted within a week of submitting this application; a final report on any outstanding grant is a requirement before a new application will be considered. To determine if there are any outstanding reports, access your dashboard (press the house icon in the menu, above) and look in the Active Requests tab - if there is a grant with a Final Report (listed under Follow Up Forms) that has a status of Assigned, then the final report for the grant needs to be submitted.

In the original letter of inquiry for this proposal, you were asked if this is a fiscally sponsored proposal (your answer is shown below). If this is a fiscally sponsored proposal, the application must be submitted by the fiscal sponsor. Please contact Deborah Mueller (dmueller@jthershey.org, 713-529-7612) for further instructions on additional documentation that is required.

Is this a fiscally sponsored proposal?

Fiscal sponsorship is when a person or group that doesn't have tax exempt status (the sponsored project) works with an organization that does (the fiscal sponsor) so as to receive tax exempt donations and grants for the sponsored project. If the work you are requesting funding for is not a program or project initiated by the organization applying for the funding, then it is likely a fiscally sponsored project. Please contact Deborah Mueller (dmueller@jthershey.org, 713-529-7612) if you have questions or need to discuss.

Choices

- Yes
- No
- I'm unsure

Proposal title* *(Character Limit: 100)*

General purpose of funding*

This proposal is requesting funds for:

Choices

- A program or project
- General operating support
- Capital support
- Other

Other *(Character Limit: 35)*

If you answered Other in the question above, please specify what the general purpose of the funding would be.

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, if applicable *(Character Limit: 20)*

Proposal summary* *(Character Limit: 10000)*

Please describe your request for funding, considering the following: What is the challenge or opportunity you seek to address; what are you aiming to achieve; what is the work being proposed (or your theory of change); what positions you to advance this work; and what are the challenges or risks you will face. Please aim for no more than three to five brief paragraphs. (Please note that the 10,000 character limit displayed below is an artifact of our system and not a suggestion of length for your response).

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 an artifact of our system and not a suggestion of length for your response).

Proposal budget *(File Size Limit: 2 MB)*

If your request is for general operating expenses (see question "General purpose of funding" earlier in this application), you may skip this question. Otherwise, please provide a budget detailing the components and costs for your proposal. Please provide the budget for the entire project or program; do not provide a budget for only the fraction being requested.

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

Please provide a list of other sources of funding *for this proposal*, and amounts. Please note whether each of these sources is committed or pending a decision.

Organization Information

Board roster or proof of governmental status *(File Size Limit: 2 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.
- 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).

Percent of your board that supports your organization financially* *(Character Limit: 3)*

Please give the percentage of your board members that have donated money or secured contributions to your organization during the previous fiscal year (please note, we are not asking what *amounts* your board has contributed or secured); in-kind support may not be included in the calculation. If your organization is a governmental entity, enter 0.

Example: There are ten members of DoGoodOrg's board - eight of them donated money to the organization in the previous fiscal year, and one secured a contribution from her employer, so the percentage of DoGoodOrg's board that supports the organization financially is 90.

Organization Financial Information

Please upload documents for the following financial information for your organization:

Current fiscal year budget* *(File Size Limit: 2 MB)*

Current fiscal year-to-date financial statements *(File Size Limit: 2 MB)*

If you are currently in the first quarter of your fiscal year, you may skip this item.

Financial statements include -

1. Statement of activities (aka "income statement"); please include year-to-date actuals compared to budget
2. Statement of financial position (aka "balance sheet")

Financial statements* (File Size Limit: 3 MB)

Please include financial statements for the two most recent complete fiscal years. If your organization had an audit this year or last year, please provide that instead.

Most recently filed 990 (or 990EZ)* (File Size Limit: 7 MB)

Optional upload and notes to application

Optional upload (File Size Limit: 7 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, please add 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 October 18, 2021.

Technical feedback:

Forms and processes can always be improved - if you had any difficulties with our grant application process, or found anything to be unclear, confusing, or particularly burdensome we'd really like to hear from you; please reach out directly to Deborah Mueller (dmueller@jthershey.org, 713-529-7612). Please know that any suggestions or comments you make regarding the process will not be seen by our board (the decision makers), and so will have no bearing on whether or not your request is funded. Whatever feedback you might supply will be greatly appreciated. Alternatively, you can submit an anonymous, public review of your experience with the Foundation's grantmaking process at Grant Advisor's website.