



Application, 2023, 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 17.

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). We encourage you to refer to the Foundation's [grantmaking priorities](#) as you complete your application.

[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 within a week of 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, you may leave this blank.

Proposal title* *(Character Limit: 100)*

Fiscal sponsorship

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, a 501(c) 3 organization) 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 a tax-exempt organization, then it is likely a fiscally sponsored project and this application must be submitted by the sponsoring organization using its tax id number (the tax id number this application is being submitted under is displayed at the top of this page under Organization's name, in the Contact Info tab). Please contact Deborah Mueller (dmueller@jthershey.org, 713-529-7612) if you have questions or need to discuss.

Choices

Yes

No

I'm unsure

Fiscal sponsorship information

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

Advisory group *(Character Limit: 1000 | File Size Limit: 5 MB)*

If the sponsored project/group has an advisory committee or board, a steering committee, or other group that provides guidance, please type or upload a list of its members. If the board of the organization sponsoring the project/group serves as the advisory group, you may leave this blank as it is requested later in this application.

Fiscal sponsorship certification *(File Size Limit: 5 MB)*

Please upload the completed JTHF Fiscal Sponsorship Certification Form. You may download a blank Fiscal Sponsorship Certification Form [here](#).

General purpose

This section will only display if you do not indicate that this is a fiscally sponsored proposal.

General purpose of funding*

This proposal is requesting funds for:

Choices

- A program or project
- General operating support - unrestricted funds
- 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.

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.

Please aim for no more than three to five 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.**)

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**).

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 budget

This section will NOT display if the answer to "General purpose of funding" is "General operating support - unrestricted funds," as the organization budget requested later in the application will reflect general operations. If this is a fiscally sponsored proposal, you will provide the budget for the sponsored project/group here (the "General purpose of funding" question does not apply to fiscally sponsored proposals).

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.

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.

Board roster or proof of governmental status *(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.
- 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).

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.)

Current fiscal year budget* (File Size Limit: 10 MB)

Please be sure budgeted *income* is included in addition to budgeted expenses.

Financial statements* (File Size Limit: 10 MB)

Please provide financial statements for your organization's most recently completed fiscal year.

Financial statements include -

1. Statement of activities (aka "income statement")
2. Statement of financial position (aka "balance sheet")

Audit(File Size Limit: 10 MB)

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

Most recently filed 990 (or 990EZ)* (File Size Limit: 15 MB)

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 15, 2023.

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.