



## Full Grant Application Questions

### Organizational Questions

1. In your previously submitted Letter of Inquiry, you provided your Mission Statement and Organization Description. If you would like to clarify or provide additional information on what your organization does, please do so here.
2. How many full-time and part-time employees do you have? How many volunteers do you utilize? *(Please make sure to list each category separately).*
3. Please attach a list of board members, including board positions, profession/affiliation, and years served.
4. What percentage of the board financially supports the organization?
5. If your organization has an endowment, what is the value of its assets? *(If you do not have an endowment, please answer "N/A")*
6. If your organization carries general liability and directors and officers insurance, please list all coverage including policy periods and dollar amounts of coverage per category. *(If you do not carry this insurance, please answer "No" and explain)*

### Project or Program Questions

1. Are there any significant changes to the project or program since your originally submitted Letter of Inquiry (LOI)? If so, please explain. *(If there are no significant changes, please answer "N/A")*
2. Please elaborate on the need or issue that your project or program is addressing. *(This is your opportunity to further explain your answer to question 19 from the LOI. If possible, please provide evidence of the need).*
3. How does this project or program address the need described above?
4. Explain how the project or program will be implemented. *(Please include timetable, activities, personnel and/or other resources required for the project or program).*

5. Please provide the anticipated project or program start date along with any other significant project dates.
6. Explain how you will measure the effectiveness of this project or program. *(Consider the short, intermediate and long-term impact).*
7. Describe the results you expect to have achieved by the end of the funding period.
8. If this is an existing project or program, or an expansion of an existing project or program, please provide quantitative or qualitative evidence of effectiveness.
9. Describe your plans for the sustainability of this project or program. *(If this request is for a program that will continue after the funding period, how do you plan to support it?)*
10. Please attach the qualifications / bios of key staff responsible for this project.
11. Please complete and attach an updated Full Grant Comprehensive Project Budget. The required format can be found in the Full Grant Application section of the Grant Process and Schedule page on our website.
12. If there are substantial changes to the comprehensive budget provided above from the budget previously submitted with your LOI, please explain.
13. What are your contingency plans if actual costs are under or over budget?
14. If you have permits, contracts, vendor bids or proposals, drawings, leases, site plans, etc. for a project that includes a capital expense, please attach. *(Please note: supporting materials should not be more than 6 months old).*
15. If you attached any supporting materials in Question 14 that need explanation, please explain here.
16. Please list the names of the Executive Director and Board President who have read and approve the statement listed below.  
*Our organization and Board of Directors authorize submission of this proposal. Our tax-exempt status under IRS Section 501(c)(3) has not been revoked or modified. We have read and understand the Terms of the Grant Agreement and, should a \$100,000 grant be received, agree to follow its terms and conditions. We certify that to the best of our knowledge, the statements contained in this application are accurate and complete.*

## **Financial Questions**

*Given that applying organizations have different year ends, the goal of the Financial Questions below is to obtain three full years of financial information for the fiscal years*

*ended in 2017, 2018 and 2019. We also request a budget and recent interim financial information to get a current picture of the organization's financial position.*

1. For the fiscal year ended in 2019, please attach EITHER: 1-Draft or Final IRS Form 990, OR 2 – Draft or Final Audited Financial Statements, OR (if neither of these are available) 3- Internally prepared financial statements. *Be sure to include both a balance sheet and statement of activities.*
2. Please attach the organization's internally prepared balance sheet and statement of activities as of 12/31/19. *If 12/31/19 is not yet available, attach the most recent. If your fiscal year end is 12/31, please reattach the financials provided in Question 1 above.*
3. Please attach the organization's current annual budget (fiscal year ending in 2020).
4. Please attach IRS Form 990 (including Schedule A) for the fiscal year ended in 2018.
5. Please attach IRS Form 990 (including Schedule A) for the fiscal year ended in 2017.
6. Please attach audited financial statements for the fiscal year ended in 2018.
7. Please attach audited financial statements for fiscal year ended in 2017.
8. If there is any other information of a financial nature that we should know, please explain here.
9. If there are any other financial documents you would like to provide, please attach here.