Sample Capacity-Building Application Questions

**Organization Information**
Organization Website or N/A
Grant Request Contact Person (Position/Title and Email)
Please briefly describe your organization's mission, the people you serve, the services you provide, and the impact you have.
What were the organization's expenses last year?
Are any board members compensated?
If so, how does your organization manage this?
Are any board and staff members related?
If so, how does your organization manage this?

**Diversity/Equity/Inclusion**
We define BIPOC-led (Black, Indigenous, and other People of Color) organization as those with 50% or more BIPOC representation in staff leadership roles and Board members.
Per this definition, is your organization considered BIPOC-led?
*We recognize that this definition is imperfect. We are committed to continuous learning, updating our language, and naming the ways in which race and power operates.
Of the constituents your organization serves, what percentage are BIPOC?
Of your volunteer base, what percentage are BIPOC?
Of your staff, what percentage are BIPOC?
Of your board, what percentage are BIPOC?
Describe the diversity of your organization and note anything related to your answers above.
Explain your goals around Diversity, Equity, and Inclusion and how practices and policies support these goals.
Explain how your organization gains insights from people with lived experience in the area of service(s) provided.

**Project Details**
Please check the area of capacity that you are seeking to develop (choose one):
- Diversity/Equity/Inclusion
- Governance/Leadership/Staff Development
- Learning/Adaptation/Evaluation
- Technical Skills
Expanding on the area of capacity selected above, in a paragraph please describe your project.
Please explain the general activities and list the associated expenses seeking Foundation grant funding.
First Year Amount Requested (enter 0 if no funds requested, no more than $25,000).
Second Year Amount Requested (enter 0 if no funds requested, no more than $17,500).
Third Year Amount Requested (enter 0 if no funds requested, no more than $12,250).
Total amount requested from the Foundation.
*This field will auto-total all years of funding if requesting multiple years) the amount should not exceed $54,750.00.

What is the estimated total cost of this project? (This should include the total amount requested from the Foundation and any other sources of income for the project, pending or secured.)
If this project has other expenses, note pending or secured funding from other sources, otherwise enter "n/a": (In a simple list please outline other expenses for this project, not seeking grant funds.)

What difference will this project make for your organization? (In a paragraph or two please explain the anticipated impact.)

How will you know the project is successful? (In a few sentences please explain the indicators your organization will track.)

When do you anticipate being able to report results for the project? (We understand that timelines may shift. Please select a date that corresponds with the number of years you are requesting funds.)

**Board and Staff Information**
If current board is not listed on your website, please upload a current board list.
If current staff is not listed on your website, please upload a current staff list.
If you're seeking Foundation funds or an expanded or new position, please upload a job description.

**Financial Uploads**
Current Year - Statement of Financial Position (Balance sheet)
Current Year - Statement of Activities (Profit and Loss)
Past Year - Statement of Financial Position (Balance sheet)
Past Year - Statement of Activities (Profit and Loss)
Please upload your organization's most recent audit.
*This upload field is optional for organizations that do not have an audit. If you don't have an audit you may upload your organization's IRS 990 or you may leave this question blank. Foundation staff may follow-up during the review process regarding financials.

**Supplemental**
Is there anything else we didn't ask for that you would like to upload?
Approximately how many hours did it take to complete this application?
*The Foundation seeks to have an accessible process and uses this information to ensure organizations do not have to spend an excessive amount of time seeking funding.
The Foundation welcomes any feedback or suggestions about the application process.