2019 CFGV Community Grant Application

NOTE: This is a sample only. CFGV does not accept and will not review paper applications. All applications must be submitted online at http://cfgv.org/nonprofits/cfgv-competitive-grant-cycle/

1. Choose: Project/Operating

   If project:

   > Name, amount requested, % of budget this represents, total project cost, % of project cost this represents

   > 1 sentence statement of what the grant will be used for.

2. Organizational history: Include the reason for founding (original issue), how that may have changed over time and list what you consider your three most important achievements. (Max: 125 words)

3. Mission statement:

4. *Issue:* Whether a General Operating or a Project request, please describe the key issue(s) that your organization or program/project addresses. "Issue" refers to the problem that needs to be solved, or an unmet need. Use numbers, statistics and research to illustrate this issue and why it matters. (Max: 125 words) *CLICK HERE to learn more about what we expect in this response.*

5. About you/your project:

   Operating Request

   a. Outline your program areas and what you do in each area. (Max: 200 words)

   b. Describe your staff and what they do. If you don't have a staff, describe how your volunteers carry out your programs. (Max: 100 words)

   c. What are your other sources of funding for operations? i.e. individual support, government support, memberships, etc. (Max: 50 words)

   d. Please give a detailed description of your program/project offerings that serve *local* residents and have a *local* impact. Be specific and use numbers if you can. (Max: 125 words)

   Project Request Describe the project very specifically, and please be sure to answer each question. If a question is not applicable to your organization, please briefly explain why.

   a. What is your overall project goal, and what does success look like to you? (Max: 75 words)

   b. Describe your project in terms of its activities and objectives. (Max: 150 words)

   c. What's your project timeline? (Max: 30 words)

d. Who will be in charge of this project? (Max: 25 words)

e. What experts will you be using, if relevant? (Max: 25 words)

f. Please provide any additional information you think the reviewers need to best understand what you plan to do and why it matters. (Max: 75 words)

g. What are your additional sources of funding for this project? (Max: 75 words)

h. Of your project's total cash budget, what percent of the money that you need is currently in hand or committed? (max 25 words)

6. Impact data: CFGV values both depth and breadth of impact. It's perfectly appropriate to estimate a small number if "depth of impact" is your intent. Please estimate, for the grant period: # of LOCAL people you expect to directly affect_____   Total # of people you expect to directly affect_____

7. Evaluation: Refer to the issue, problem or unmet need you have described above. In this section, you will show how you intend to improve that situation, usually for a particular group of people. You'll use quantitative measures where possible. You'll also describe your methods, such as surveys, interviews, systematically collected comments or anecdotes, pre-post tests, journals, pre-post photos, etc. *CLICK HERE for a template that we urge you to complete before you begin to write to ensure that you are presenting everything we are looking for.* By April 30, 2020, you'll report your findings to CFGV in your Grant Report.

    a. Who is your primary local target group that your organization (for operating support requests) or project (for project requests) serves? (Max: 30 words)

    b. Describe the long-term difference or change you plan to make for the target group identified above, even if that's well in the future (Max: 50 words)

    c. How will this target group be affected/changed by the end of the grant period? Be specific by including numbers, percentages, etc. (Max: 75 words)

    d. What will you do to find out if this change has occurred (your methods)? (max 50 words)

    e. If you have more than one target population, please explain. (Max: 50 words)

    f. Project applicants: If this is not the first year for this project, what have you learned from past evaluations, and what difference have you made? Use numbers and %'s if possible. (Max: 50 words)

       Operating support applicants: What have you learned from past evaluations that demonstrate the difference you are making in the Valley? Use numbers and percentages if possible (Max: 50 words)

8. Sustainability:

   Operating Support: What are you doing to ensure that your organization is sustained over time? (Max: 75 words)

   Project: If the project will continue over time, how do you plan to sustain it? (Max: 75 words)

9. Budget:

   a. Does your budget clearly identify all in-kind contributions to the organization/project? y/n
   b. If your budget does not clearly identify in-kind contributions, please describe (and quantify value(s) to the best of your ability).

10. Financial dashboard:

    a. Employees: # full-time year-round employees____; # part-time employees if applicable___
       # seasonal employees, if applicable ___

    b. In what year was your group founded?

    c. Current fiscal year: Projected cash expense_____; projected cash income_____

    d. Most recently completed fiscal year: What was your group's operating budget net profit or loss? _____

    e. For nonprofits: How many months of operating reserve does your group have?
       For public applicants: Do you have a mechanism by which you can carry forward unexpended, non-designated funds into the next fiscal year, or build the equivalent of a cash reserve?

    f. In the last 3 years, have you had an auditor or outside financial review? y/n If yes, which?

    g. Did you file an IRS form 990 for the year 2017? y/n   If yes, refer to p 10 on your 990, "Functional Expenses," for these figures, and if no, calculate from your 2017 financials:
       - Total expenses
       - Program service expenses
       - Management and general expenses
       - Fundraising expenses

    h. Do you own a building or other real estate? y/n

    i. How much debt do you have? Please explain. (Max: 50 words)

    j. If there is something that might distort your financials to an outside reviewers (such as a one-time gift or expense, uneven cash flow for seasonal reasons, etc, please explain. In particular, if your income was significantly lower than expected last year, or is expected to be significantly higher than last year, identify your fundraising strategies. (Max: 50 words)

    k. Please describe how your financial policies and procedures address your internal separation of duties in general, and, if applicable, how cash is handled. (max 50 words)

    l. Provide a brief description of how your board is financially literate and accountable. (Max: 50 words)

11. Governance: (For public entities, if you use an advisory committee, refer to them in this section).

    a. Describe in 2 sentences how your organization Is governed.

    b. How often does your board/advisory committee met?

    c. Do you have a formal process for identifying and choosing new board/advisory members?

    d. Do you have a strategic plan? (Public entities: this refers to your specific program or department, not the entire county, university, etc)

    e. What is the time period covered by your strategic plan?

    f. When was the last time your board/advisors updated the plan?

    g. Who is responsible for implementation and monitoring of the plan?

    h. Please give an example of how your plan has been important or effective? (Max: 50 words)

    i. (Nonprofits only): Do you have a whistleblower and document retention policy adopted by the board (per Sarbanes-Oxley law)?

    j. Do you have a Conflict of Interest policy adopted by the board/advisory committee?

12. How do you intend to collaborate with other community entities in the year ahead? (If not relevant to your project idea, write n/a). If your mission appears to be very similar to that of other nonprofits in the Valley, describe how you acknowledge/work with them. (Max: 75 words)

13. How do you identify, engage, train and reward volunteers? (Max: 75 words)

14. How many volunteers does your agency have?

15. How many volunteers will be involved in your project?

16. Past grant proposal feedback: In 2018, CFGV provided written feedback to each applicant. Grant review panelists have access to the written feedback you received. If there were concerns, please describe how you addressed them, or explain why that concern was not addressed. If there were no concerns, or if you did not apply in 2018, write "does not apply." (Max: 75 words)