

# Community Fund - Spring 2019

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*Claneil Foundation*

## *Narrative*

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### **A note about character limits**

There are designated character limits for each question in this application form. The limits are designed to provide sufficient space for responses, while keeping the application concise. It is not necessary to meet the character limits for each question.

1,500 characters with spaces = approximately one page

### **Cover Letter (Optional)**

Please upload a cover letter on your organization's letterhead. (No longer than one page, please.)

*File Size Limit: 5 MB*

### **About the Organization\***

Please provide a brief description of your organization that includes:

- mission
- brief history of the organization
- size and scope of organization
- summary of accomplishments to date

*Character Limit: 5000*

### **1. Please describe how the work proposed aligns with the priorities of the Community Fund.\***

*Character Limit: 5000*

### **2. Please describe why this effort is needed in the communities where you work.\***

Who is your audience? Please share any relevant data and demographics.

*Character Limit: 5000*

### **3. Planned Milestones\***

Please describe milestones planned for the proposed three-year grant period (July 2019 - July 2022). What will you do?

*Character Limit: 5000*

**4. What will success look like? How do you evaluate your progress?\***

*Character Limit: 5000*

**5. What are the potential challenges to reaching your goals?\***

*Character Limit: 5000*

**6. Who are your main financial supporters?\***

*Character Limit: 5000*

*Request Type*

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**Project Name\***

If this grant is project-specific, please enter the program name here. Otherwise, please enter "General Operating."

*Character Limit: 100*

*Contact Information for Grant Request*

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**Please provide contact information for the organization's executive director in the fields below.**

**Name of Executive Director\***

*Character Limit: 250*

**Mailing Address\***

Street

City, State, ZIP

*Character Limit: 500*

**Phone Number (including extension, if applicable)\***

*Character Limit: 250*

**Email Address\***

*Character Limit: 254*

**If different from executive director, please provide contact information for the primary contact person for this grant request.**

**Name of Primary Contact Person for Grant Request**

*Character Limit: 250*

## Title of Primary Contact Person for Grant Request

*Character Limit: 250*

## Mailing Address

Street

City, State, ZIP

*Character Limit: 500*

## Phone Number

*Character Limit: 250*

## Email Address

*Character Limit: 254*

## Budget & Fiscal Year Information

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**IMPORTANT:** Please review the instructions in this section carefully, and be sure your financial information includes all of the information requested.

### Fiscal Year

*Please enter the start date of your organization's current fiscal year. Organizations working under a fiscal sponsor should enter the start date of their sponsoring organization's fiscal year.*

*Character Limit: 10*

**In this section, please enter the total dollar amounts for each budget requested.**

### Organizational Budget (Current Fiscal Year)\*

*Note for applicants working under a fiscal sponsor: please enter your sponsoring organization's info in this field. All other applicants, please enter your organization's current annual budget amount in this field.*

*Character Limit: 20*

### Project Budget (Current Fiscal Year)

*Only applicants working with a fiscal sponsor, or those organizations requesting program-related general operating funds should complete this field.*

*Character Limit: 20*

## File Uploads

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**Please review the following before uploading files:**

- Files should be properly formatted and print-ready.
- Acceptable file formats are PDF or Excel.
- Only one file can be uploaded in each upload field. Please consolidate files when necessary.
- If you experience trouble uploading a file due to excessive file size, please use the "Fax to File" link in the left menu.

### **Organizational Budget\***

*Applicants using a fiscal sponsor should upload their sponsoring organization's information in this field.*

Please upload a budget that contains the following information:

- Current fiscal year operating budget, including revenue and expenses
- Projected revenue and expenses for the proposed grant period (7/1/2019 through 7/1/2022).

*File Size Limit: 5 MB*

### **Project Budget (if applicable)**

*Applicants using a fiscal sponsor, or those seeking program-related general operating funds should upload the requested program's information here.*

Please upload a document that contains the following information:

- Revenue and expenses for the current fiscal year
- Projected revenue and expenses for the proposed grant period (7/1/2019 through 7/1/2022)

*File Size Limit: 5 MB*

### **Audit or 990\***

Please upload a copy of your organization's most recent audit (no older than one year). If your organization does not require an audit due to size, please upload your most recent IRS form 990.

*File Size Limit: 5 MB*

### **Audited Financial Statements or IRS Form 990**

Please upload a copy of your organization's most recent audited financial statements. Please be sure to include auditor's report on internal controls/management letter.

If audited statements are not available, please explain why. If your organization does not require an audit due to size, please upload your most recent IRS Form 990.

*Character Limit: 500 | File Size Limit: 5 MB*

**Timeline\***

Please upload a document that details the timeline for the proposed grant period (7/1/2019 through 7/1/2022).

*File Size Limit: 3 MB*

**Organizational Staff Information\***

Please upload a document that lists the organization's staff with brief descriptions of each role, and highlights key personnel for the proposed work.

*File Size Limit: 3 MB*

**Board of Directors\***

Please upload a list of the organization's board of director, including affiliations and terms served.

*Applicants working with a fiscal sponsor, please include information for the sponsoring organization, and advisory board/steering committee, if applicable, for the requested program.*

*File Size Limit: 3 MB*

**Additional Uploads**

Please use the following upload and link fields for any additional materials you would like to provide to the Foundation, such as:

- Annual report
- Press clips
- Video
- Other relevant material

*File Size Limit: 3 MB*

*File Size Limit: 3 MB*

*File Size Limit: 3 MB*

**Link to online resources**

*Character Limit: 2000*

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*Character Limit: 2000*