

Grant Application Questions

The following questions appear on our letter of inquiry process and grant application. A letter of inquiry is meant to be a snapshot of your grant request while an application is more in depth. Most of these sections have a character count to guide the length of the response.

Organization Mission Statement

Organization Executive Summary

This is often your "Elevator Speech" when you share a description of your organization in a very brief manner. Information for this section can include:

- o date your organization started
- o general population served
- o major milestones/achievements
- o list other programs/projects you run (these do not need to be described in detail)
- o your organization's capability to implement this grant request

Fiscal Sponsor Information

Fiscal sponsor - refers to the practice of non-profit organizations offering their legal and tax-exempt status to non-exempt organizations to serve as a pass through for grant funds. A fiscal sponsor must be a 501(c)3, government agency or school. If you are not using a fiscal sponsor, please enter N/A. If you are using a fiscal sponsor, please provide the following fiscal sponsor information below:

1. EIN (Employer Identification Number)
2. Organization Name
3. Contact Person
4. Phone number
5. Address
6. (Recommended) Letter of Agreement from your fiscal sponsor

Current Fiscal Year Organization Budget

You will be uploading your organization's budget later in the attachments section.

Total Amount Requested

This is the amount you are requesting from JTVF.

How many years is this request for?

Request Title

What should we call your grant request?

Primary Request Category

Please select the category type that best describes your request. Use the following definitions to guide your selection:

Capital Request: use this category for requests for construction of a new building, remodel of a current building, purchasing a new building or equipment

General Operating Request: use this category if your request is for general operating of the overall organization and not for a particular program within the organization

Program Request: either an ongoing program or expansion of a new or existing program within an organization

Project Request: use this category for requests that have a definitive time frame

● **Brief Description**

Provide a brief and concise description (4 to 5 sentences) of the current request.

● **Identify Gap in Community**

What gap in service in the community will this fill and how was this gap identified?

● **Goals and Objective ***Grant Application Only***

Please share your goals and objectives for this program/project? What needs will you address or what changes do you hope to observe as a result of your program or project?

● **Opportunities, Needs or Challenges ***Grant Application Only***

Define the opportunities, needs or challenges related to this request.

● **Timeline for your Request**

Please describe your timeline/implementation process for the requested funds

● **Population Served ***Grant Application Only***

Description of the population to be served. Include number served, target population, and how will they benefit?

● **How are you collaborating with other organizations on this request?**

● **Committed Funding**

List of major contributors with amounts to organization/program. If appropriate include significant in-kind contributions as well. If none, enter N/A

For Example:

ABC Foundation \$\$\$

XYZ Foundation \$\$\$

Private Donations \$\$\$

● **Pending Funding**

List of major contributors with amounts to organization/program that are pending. If appropriate include significant in-kind contributions as well. If none, enter N/A

For Example:

123 Foundation \$\$\$

456 Foundation \$\$\$

Private Donations \$\$\$

● **Who will be involved in evaluating this grant? ***Grant Application Only***

JTVF values learning and evaluation in partnership with our grantees. We appreciate learning about programs and projects during and after a grant period and would like to know how you plan to learn about your program/project.

● **What will you measure to see changes towards your goal(s)? ***Grant Application Only***

What metrics or stories will you use to measure your program/projects success.

● **Staff ***Grant Application Only***

List of names and qualifications of key staff, including qualifications relevant to the specific request and person(s) who would administer the grant.

🕒 **Board of Directors** ***Grant Application Only*

List of Board of Directors with their affiliation, occupation, and community of residence.

🕒 **Attachments** ***Grant Application Only*

○ **Audit Report or Audited Financial Statement**

Most recent completed fiscal year organization audit, review, or compilation report, if available. If your organization does not have an independent audit, review or compilation, upload your most recent completed fiscal year internally prepared Financial Statement. If needed, provide additional explanation in the text area.

○ **Organization Budget**

Current fiscal year Organization Budget. If needed, provide additional explanation in the text area.

○ **Total Request Budget**

This is the total budget of your project/program/capital request and is not usually the amount you are requesting from our Foundation.

○ **Statement of Activities**

Current Year to Date Statement of Activities. This is also referred to as an Income and Expense Statement or Profit/Loss Statement. If needed, provide additional explanation in the text area.

○ **Statement of Financial Position**

Current Year to Date Statement of Financial Position. This is also referred to as a Balance Sheet. If needed, provide additional explanation in the text area.

○ **Annual Report**

Provide link to your most recent Annual Report, if available.

○ **Supplemental Attachment - optional**

This is a place where you can include other supporting documents such as tables, charts, business plans, fiscal sponsor letter of agreement, etc.