

Grant Application Questions

The following questions appear on our Grant Application and are provided for planning purposes. Responses from your Letter of Inquiry will auto-populate into the Grant Application.

Organization Information

Name & Title of Person Completing the Application*

Individual who has authority to submit application on the organization's behalf.

Character Limit: 100

Name & Title of Executive Director/CEO/President*

This person has authorized submission of the Application and will be contacted as needed.

Character Limit: 100

Organization Mission and Vision Statement*

Character Limit: 750

Organization Executive Summary*

Briefly describe your organization. Think of this as your organization's "elevator pitch." Use this section to give a concise overview of who you are and what you do. You may want to include: year your organization was founded, general population served, major milestones/achievements, list programs/projects of your organization (do not need to be described in detail), and/or your organization's capacity to implement this grant request.

Character Limit: 2000

Next Steps for Your Organization*

How do you envision your organization's growth and impact in the next few years? Briefly describe your long-term vision and how your work will evolve to better serve your mission. What strategic goals or milestones are you working toward? You may include plans for program shifts/expansion, community outreach, staff development, fundraising, partnerships, or infrastructure—whatever best illustrates your forward momentum in advancing your mission.

Character Limit: 2000

Governance and Finance*

We'd like to learn how your organization ensures strong governance and responsible financial practices. Describe your organization's systems, leadership approaches, planning for leadership transitions, and financial strategies and how they best illustrate your organization's financial health.

Character Limit: 1500

Concerns*

We understand that meaningful work often comes with real obstacles. We ask about these challenges so we can become a more responsive partner. Where do you see a need for additional support?

Character Limit: 1500

Current Fiscal Year Organization Budget*

Later in the attachments section, you'll upload your organization's board approved budget. This budget should accurately reflect your annual organization's expense structure.

Character Limit: 20

Fiscal Year*

What is your organization's fiscal year?

Character Limit: 250

Grant Request

Request Title*

Character Limit: 100

Amount Requested*

This is the total amount you are requesting from JTVE.

Character Limit: 20

How many years is this request for?*

Character Limit: 2

Total Program or Project Budget*

This is the total budget related to your request and is typically not the amount you are seeking from our Foundation. You will upload this budget in the attachments section.

Character Limit: 20

Timeline for your Request*

Please describe your timeline/implementation process for the requested funds. Please include start and end dates if known.

Character Limit: 750

Brief Description of Request*

Provide a brief and concise description (around 5 sentences) of the current request to summarize the work you plan to accomplish.

Character Limit: 1200

Community Need*

How do you see your work directly contributing to affordable housing, early learning, economic mobility, or meeting basic needs in the Rapid City region? What specific challenges or needs are you addressing in the Rapid City community, particularly those that impact low-income families? Why is addressing this issue a priority for your organization?

Character Limit: 2000

Learning from Goals and Objectives*

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

- Who will be involved in evaluating the program/project supported by this grant?
- What are the primary goals and objectives for the grant, and how do you plan to evaluate and report on your progress? Explain how you will be measuring change and learning about your programming and/or project implementation during the grant period.
- What specific outcomes will signify success for this grant?

Character Limit: 5000

Collaboration

List collaborating partners and share how are you partnering on this request. We're interested in hearing about the specific contributions of each partner and how they're helping achieve your goals.

Character Limit: 2000

Population Served*

Please describe the target population to be served, including the number of individuals, demographics, and how your program will positively impact them.

Character Limit: 1000

Funding Partners

Committed Funding*

List the major contributors with the amounts awarded, in descending order (largest to smallest). If relevant, include significant in-kind contributions. Please provide a timeframe for when the funds will be used and specify whether the award is for a program, project, or the entire organization.

Examples:

- Help.org, \$35,000, in kind for furnishings for capital project
- Funding Inc., \$30,000, for capital project
- XYZ, \$20,000 for next calendar year, general operating

Character Limit: 3000

Pending Funding*

Please list the organizations or funders you are applying to, along with the amounts requested in descending order (largest to smallest). If relevant, include significant in-kind contributions. Please provide a timeframe for when you anticipate finding out about the request and specify whether the pending request is for a program, project, or the entire organization.

Examples:

- 123 Foundation, \$45,000, for general operating, will be notified in June 2026
- Foundation Inc., \$25,000, for capital project, will be notified Winter of 2026

Character Limit: 3000

Staff and Board of Directors

Staff*

Please list names and key qualifications of primary staff who will help successfully execute the proposed project/program related to this grant. Who will be the primary administrator of the grant?

Character Limit: 1200

Board of Directors*

List of Board of Directors with their affiliation/occupation, community of residence, and their role on the board. If additional space is needed, write "see attachment" in the space below - you may attach a board list as a supplemental attachment in the next section.

Character Limit: 1500

Attachments

Audit Report or Audited Financial Statement*

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

Organization Budget*

Current fiscal year board approved Organization Budget. If helpful, provide additional explanation in the text area.

Total Program/Project 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 (also referred to as an Income Statement or Profit & Loss Statement). This should show revenue, expenses, change in assets. If needed, provide additional explanation in the text area.

Year End Statement of Activities

Most recent Year-End Statement of Activities (also referred to as an Income Statement or Profit & Loss Statement). This should show revenue, expenses, change in assets. If helpful, 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 helpful, provide additional explanation in the text area.

Year End Statement of Financial Position

This is your most recent Year-end Statement of Financial Position. This is also referred to as a Balance Sheet. If helpful, provide additional explanation in the text area.

Annual Report

Provide a link or attach your most recent Annual Report, if available.

Supplemental Attachments

This is a place where you can include other supporting documents such as tables, charts, business plans, letters of support, photos, etc.