

Full Grant Application: Social Equity- Required Information for 2020

When invited to submit a full grant application, you will have the opportunity to review and update the “fill-in-the blank” information submitted as part of your Letter of Inquiry. In addition, the following information is required for submission of a Full Grant Application. [Bracketed items] are not required, but are requested/optional and may not be applicable for a particular request.

Organization Narrative Information

- Brief summary of organization’s history. Include any information about diversity, inclusion or equity with which the organization is currently/has been involved.
- Brief summary of organization’s mission
- Brief summary of the organization’s goals. Please point out any that have specific reference to diversity, inclusion or equity.
- Brief description of current programs and activities. Highlight those with a diversity, inclusion or equity component.
- Brief description of recent accomplishments, especially those that advance diversity, inclusion or equity.
- The applicant’s relationship with other organizations working with similar missions. What is your role relative to these other organizations?
- Please provide the number and demographics of board members, paid staff (full-time and part-time) and volunteers

Purpose of Grant

- Describe the challenge/need and inequity(-ies) the grant will address. How did the organization identify that challenge/need or inequity?
- State the goal(s) of your grant for meeting the need and reducing the inequity. Provide at least three measurable outcomes and describe the specific activities you will use to achieve those outcomes, meet the need and reduce the inequity.
- Describe and estimate the number of people who will benefit if the grant is successful. Please include **demographic characteristics** that are relevant to your grant (i.e. race/ethnicity, socio-economic status, gender, age, religion, etc.). Explain how the challenge/need for them will be addressed and **in what ways the inequity(-ies) will be reduced.**
- Describe how you will know that your outcomes have been achieved. How will you assess this and what methods and tools will you use to capture data to evaluate this project?
- If this is an ongoing project, describe three examples of accomplishments and impacts over the last year (number served, behaviors changed, retention or completion rates, etc.).
- Identify other organizations, if any, participating in the project. If applicable, provide summary descriptions of any inequity reduction work in which those organizations have been involved related to this project.
- Summarize plans for ongoing funding after the grant.
- [Is there anything else you want to tell us related to this grant request? Please describe below or upload an attachment.]
- If you are awarded funds, please describe the timetable for implementation. Include suggested due dates for semi-annual/interim and final grant reports.

Attachments

- Finances
 - Financial statement from most recently completed fiscal year, audited if available, showing actual expenses. This information should include a statement of financial position, statement of revenue and expense, and statement of activities (functional expenses).
 - Organization's budget for current year, including income and expenses.
 - [Project budget, including income and expenses (if not a general operating proposal).]
 - [Additional funders. List names of corporations, foundations or any other sources from which you are requesting funds for this project, with dollar amounts, indicating which sources are committed or pending.]
- List of board members and their affiliations.
- [To be completed only if applicant is serving as a fiscal sponsor for this request:
 - List of the project's leadership and advisory committee members and their affiliations.
 - Written agreement between the fiscal sponsor/applicant organization and the project and, if not explicit in the agreement, a letter stating that the sponsor accepts full legal, fiscal, and programmatic responsibility for the project.]
- Authorized by: By typing my name, title and date below, I certify that I am duly authorized to submit this full grant application on behalf of the organization, and to the best of my knowledge the information contained herein is true, accurate and complete.
 - Name of top paid staff or board chair
 - Title
 - Date

For Reference Only