

## What You Will Need to Apply **GENERAL OPERATING SUPPORT**

**PLEASE NOTE:** This document is intended to provide an overview of all potential information and documents needed to complete a grant application.

### **A. Organization Contact Information**

- Legal name, address, phone number, fax number and web address
- Contact information for CEO/President/Executive Director, Finance/Accounting contact, and Application contact (the Application Contact will be the primary contact if there are any questions regarding the application)

### **B. Organization General Information**

- Tax status, ID and filing year end
- Year established, number of locations, and staff size (in FTEs i.e. an organization with 3 full time and 2 part time employees would have 4 FTE's)
- Mission statement
- Brief history of the organization
- Description of core programs and services, including population and number of clients served
- Information regarding previous grants from Robert B. Daugherty Foundation
- Major changes within organization since last application, if applicable
- Policy information relating to conflicts of interest, related party transactions, and accessing endowment principle
- Description of any outstanding legal actions
- Questions pertaining to contingent liabilities and management succession plan
- Documents needed to attach in this section\*:
  - IRS tax determination letter
  - Organization Chart
  - Brief biographies of top three (3) management personnel
  - Board of Directors listing including name, employer and business title
  - Policy regarding access to endowment principle, if any

### **C. Request Information**

- Total Request amount (if request for multiple years, total for all requested years)
- Frequency of Grant (one-time or multi-year)
  - If multi-year, number of years and amount per year for each year for all requested years.
- Total Budgeted Expenses for the requested funding time frame
- Funds Available (cash and commitments)
- Targeted geographic area
- Project start and end date and when funding is needed (mm/dd/yy)
- Information regarding contact with Robert B. Daugherty Foundation pertaining to request, if any
- **Make the Case for Support:**
  - Challenges in community addressed
  - Goals of organization for requested funding time frame and plan to achieve goals
  - How will grant help improve/deliver existing programs/services or provide additional
  - Evaluation of programs and/or services effectiveness/impact. Include:
    - Indicators of success;
    - Methods of measurement;
    - How often management reviews results;
    - Frequency of reports to Board; and
    - Use of collected data.
  - Coordination with other organizations performing similar work
  - Collaborations and partnerships
  - Three to four primary differentiating attributes
  - Short-term operating challenges
  - Long-term operating challenges and strategic plans

<sup>1</sup> Items required for grant requests over \$100,000

<sup>2</sup> Items required for grant requests over \$1,000,000

- Additional staffing needs
- Sustainability: action plan for replacement funding
- Documents need to attach in this section\*:
  - Budget including revenue and expenses covering the requested funding timeframe, by period(s) and total
  - Committed Actual and Potential Funding Sources (download spreadsheet from application for instructions)

#### **D. Organization Financial Information**

- Current financial position including:
  - sources of operating funds (e.g. % government funding, % grants, etc.);
  - proportion of earned, contributed revenue (e.g. % earned, % contributed);
  - amount of operating reserves, if any (cash on hand e.g. 3 months, 6 months); and
  - amount of outstanding debt, if any, to whom owed, and related terms.
- Budgeted Expenses and Board Member support for current year
- Accounting firm(s) that prepare and/or review financial information
- Line of Credit information <sup>1 & 2</sup>
- Employee Benefits information <sup>1 & 2</sup>
- Documents needed to attach in this section\*:
  - Current full year budget for both balance sheet and income statement\*\*
  - Current year-to-date balance sheet and related actual vs. budget income statement\*\*
  - Past two years **comparable internal** financial statements\*\*
  - Past two years audited financial statements
  - Top 10 Supporters (download spreadsheet from application for instructions)
  - Most recent annual report, if any

#### **E. Supporting Schedules\*<sup>2</sup>**

- Download a spreadsheet and complete information pertaining to Organization's:
  - Endowment Funds
  - Planned Giving
  - Financial Metrics
  - Non-Financial Metrics
  - Employment Base
  - Unrelated Business Taxable Income
  - Capital Campaigns
  - Facilities

#### **Signature Page**

- Statement signed by CEO/President/Executive Director or CFO verifying that the organization's tax exempt status has not been revoked\*
- Electronic Signature of submitter

\*You will be required to upload or attach documents to your application. These documents must already be saved on your computer before you can browse and upload them to your application. Documents that are requested can be in Word, Excel or PDF format.

\*\*All submitted financial statements, unless otherwise specifically requested, should be provided in the same reporting format used by the organization's management in the monthly and annual monitoring of the business. The financial statements should, at a minimum, include both a Balance Sheet and related Income Statement.

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<sup>2</sup> Items required for grant requests over \$1,000,000