

Program Application

Please follow the provided guidelines to complete your application through the online grant application portal. Please reference the checklists below to support and guide you in completing your application.

Organization Information

- Organization Legal Name
- Tax ID Number
- Address
- Phone
- Website

Contact Information

Executive Director

- Name
- Title
- Phone
- Email

Development Officer

- Name
- Title
- Phone
- Email

Organization Demographics

Board

- Describe how your board or advisory board members reflect the diversity of the community you serve.
- What areas of expertise or unique perspectives do your board or advisory board members bring to your organization?
- Board Ethnicity Percentages
- Board Gender Percentages

Staff

- Describe how your staff reflects the diversity of the community you serve.
- Staff Ethnicity Percentages
- Staff Gender Percentages

Program Details

- Program Title
- Annual Program Budget
- Total Program Cost
- Requested Amount
- Are overhead expenses greater than 10% of your budget?
- Starting Wage for Front Line Staff
- Program Purpose/ Needs Statement (2500 character maximum)
- Program Population Data
 - Focus Age
 - Economic Status
 - Ethnicity Percentages
 - Gender Percentages

Goals and Objectives

- Is this a new program?
 - If yes, are you meeting an immediate need for this year only or will the program likely continue?
 - If no, what were your top three Program goals last year?
 - Do you have the same three Program goals this year?
 - If no, please describe which goals you are changing and why.
- What are your achievements to date regarding these goals?
- What percentage of your annual budget is dedicated to this Program, including overhead?
- What is the primary objective you are using to determine success?
- What is the secondary objective you are using to determine success?
- What are the potential barriers to success in reaching your goals and objectives? What alternative plans do you have to ensure program success?
- Describe how you will measure impact. What are the clear and observable program evaluation method(s), including baseline statistics and benchmarks for future success?
- What are your long-term strategies for funding this Program at the end of the grant period?

Supplemental Documents

- Board Information
- Prior Year Financials
- Current Year Budget
- Year-to-Date Income & Balance Sheet
- Upcoming Year's Budget
- Major Donor List (please complete PDF and attach)
- Additional Support Document (optional)