

Application Questions – Advocacy

Organizational Information

Organization Name
Organization Legal Name (if different)
Fiscal Sponsor (if applicable)
Federal Tax ID #
Address
Phone
Website

Mission Statement

Provide your organization's mission statement.

Word Limit: 100

Describe any major changes to organization since last applied

(Provide any organizational staffing or service changes)

Word Limit: 100

Board Composition

Include the number of board members, how often they meet, gender/ethnicity, and if constituency is represented on your board.

Word Limit: 150

Staff Composition

Include the number of staff, gender/ethnicity, and if constituency is represented on your staff.

Word Limit: 150

Name and contact information of Board Chair

Format example: John Doe, Organization ABC, VP of Operations, 612-880-1212, johndoe@organization.com

Word Limit: 75

Contact Information

Organization Primary Contact (CEO)

Provide: name, title, direct phone number and email

Grant Contact (If different from CEO)

Provide: name, title, direct phone number and email

Financial Information (Organization)

Top five funding sources

Format example: Foundation 30%, Government 15%, Corporations 5%

Word Limit: 100

Total Organization Budget for current year

Explain any significant changes to the organizational budget from last year (if applicable)

(ie: budget deficit, loss of funding source)

Word Limit: 100

Fiscal Year end date

Format example 06/30

Total Income from last year

Current Assets from last year

A Current Asset is an item on your balance sheet that represents the value of assets that can be converted to cash within one year. Examples: Cash, Accounts Receivable, Short-term investments, Prepaid Expenses, etc.

Total Assets from last year

Total Assets is an item on your balance sheet that represents the value of current assets plus any long-term assets that an organization expects to hold for more than one year (ex: Property, furniture and fixed assets)

Current Liabilities from last year

Current liabilities are a company's debts or obligations that are due within one year, appearing on the company's balance sheet. Examples of short-term liabilities include: Accounts Payable, Salaries & Benefits, Rent Payable, etc.

Total Liabilities from last year

Total Liabilities can be found on the balance sheet and represent the total debt of an organization. This would include current liabilities as well as any long-term liabilities (greater than one year) such as mortgage or equipment loans, deferred payments, etc.

Total Fundraising Expense from last year

Total Management & General Expense from last year

Total Expenses from last year

Attachment: Audit or Financial Statements

Attach your most recent audit report and management letter, if available.

If there is no audit, attach your most recent Income Statement & Balance Sheet.

File types accepted: .doc, .docx, .xls, .xlsx, pdf.

Program Information

Program Title

Word Limit: 25

Brief description of program

Provide a short description (2 sentences) of the program for which you are requesting funding. You will have other opportunities to describe the program in further detail.

Word Limit: 100

Program Start and End Date

(Keep in mind, Sheltering Arms funding cycle would be July – June)

Amount Requested

What is the dollar amount you are requesting from Sheltering Arms?

Total Program Budget

What is the total cost of the program. Please be sure to review the example template before submitting.

Attachment: Program Budget

Please be sure to review the example template before submitting.

File types accepted: .doc, .docx, .xls, .xlsx, .pdf

Committed Funding

For this specific program request ONLY; please do not list all committed operating support for the organization.

Format: ABC Foundation-\$30,000; B Corporation-\$55,000

Word Limit: 75

Pending Funding

For this specific program request ONLY; please do not list all pending support for the organization.

Format: ABC Foundation-\$30,000; B Corporation-\$55,000

Word Limit: 75

If there are any line items or expenditures in the program budget you would like to explain further, please provide.

Word Limit: 75

Demographics

Geographic Area Served

Choices: Minnesota (statewide), Greater Minnesota, Seven County metro area, Minneapolis, St. Paul.

Populations Served (% of participants)

Choices: African, African-American, American Indian/Native American, Asian/Pacific Islander, Caucasian, Chicano/Latino, Other.

Activities & Engagement

What is the issue you are seeking to impact?

Word Limit: 250

What systems are you trying to change to reach that impact?

Word Limit: 250

Describe the specific activities for which you are seeking funding.

Word Limit: 250

What is your communications strategy?

Word Limit: 250

Describe the internal structure of the organization to do this work.

(i.e.: is there an advocacy committee, advocacy agenda, what are the qualifications of staff, does the organization have experience in advocacy)

Word Limit: 250

What staff development opportunities do you provide that help build your advocacy capacity?

(internal/external training, coaching, mentoring, etc.)

Word Limit: 250

Collaboration

Identify your key partners and the role they play in this program.

Please don't list all organizational partners but rather those specific to this funding request.

Word Limit: 250

Impact

The Sheltering Arms Foundation envisions a Minnesota that is a vibrant, thriving state where the opportunity gap for children is closed and all children have high-quality lives. How does your program help to make that vision a reality?

Word Limit: 250

Evaluation

You are required to have two (2) short-term outcomes (duration of the grant period July - June).

You are required to have one (1) long-term goal (policy goals for the issue/campaign).

- Measurable Short-Term/Long-Term Outcome 1 & 2
- Activities to Achieve Outcome
- How will you know your outcome has been achieved?
- What data collection tool will be used to measure progress for this outcome

All fields - Word Limit: 250

Identify any internal/external risks that could impact the projects success. Include strategies you would use to minimize these.

Word Limit: 250