Application Questions – Early Childhood

Organizational Information

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

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
(Provide the dollar amount of your organization budget)

Explain any significant changes to the organizational budget from last year (if applicable)
(ie: budget deficit, loss of funding source)
Word limit: 150

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, please 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

Is this request for a New program or an Existing program?
Please choose “new” if this is an absolutely new program, new to the organization and has never been implemented before. Choose “existing” if you are adding a new/revised element to a current program. Choices: New or Existing

Explain the expansion element
If you chose existing program above, describe what you are doing new or differently to a current program as an expansion element. (examples: we plan to go from 2 days to 3 days of programming or we are adding a new curriculum or we are increasing numbers served, etc).
Word limit: 150

Program Start and End Date
(Keep in mind, Sheltering Arms funding cycle is 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
List all committed funding sources 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: 100

Pending Funding
List all pending funding sources 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: 100

If there are any line items or expenditures in the program budget you would like to explain further, please provide.
Word limit: 100
**Program Focus**
choose any of the following:
- Early Care & Education;
- Parent Education
- Targeted Home Visiting

**Engagement**
List the staff responsible and their relevant qualifications for carrying out these activities.
*Word limit: 200*

**How do you engage families in this program?**
*Word limit: 250*

**Describe how your program is culturally relevant and responsive** *(program design, curriculum, staff training, etc.)*
*Word limit: 250*

**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.

**Ages of children being served**
*Example: Ages 3-5 or 0-3*

**Number of children being served**
Enter the number served by this program only. *Not* the whole organization.

**Elements of Quality**

**Are you using a curriculum?**
(Choice: Yes/No)

**If yes, what curriculum are you using?**
*Word limit: 250*

**If no, what are you basing your program design on?**
*Word limit: 250*

**How often is the program offered and for how long?**
*(Example: This program is offered 3 days a week (M-W-F) from 3:00 – 6:00 pm)*
*Word limit: 75*

**What is the intentional focus of the program?**
Choices: Cognitive Development, Physical Development, Social Emotional Learning
**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*

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**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*

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**Evaluation**

We want to know how you will view success. Give us three examples of what success will look like in this program. The Sheltering Arms Foundation values serving the whole child. One of these success measures should include supporting social/emotional development.

*Word limit: 500*

We want to ensure grantees have a plan for how to achieve success. What program activities will you do during the grant period to achieve that success.

*Word limit: 500*

We want to make sure grantees have a way to measure if their activities are leading to success. What are the ways you plan to measure your work?

*Word limit: 500*

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

*Word limit: 250*