GrantTank
Application Checklist

Applications will only be accepted if they are submitted online: thejensenproject.org/apply

Step 1: Contact Information

Key Contact

- ✓ First and Last Name
- ✓ Position or Title
- ✓ Email
- ✓ Phone Number

Executive Director or Head of Agency

- ✓ First and Last Name
- ✓ Position or Title
- ✓ Email
- ✓ Phone Number (Optional)

Organization Information

- ✓ Name
- ✓ Address
- ✓ Address (Continued)
- ✓ City

- ✓ State

- ✓ Zip Code

- ✓ Website URL

Step 2: Background

- ✓ Date Founded

- ✓ Organization's Legal Name

- ✓ DBA (Optional, if applicable)

- ✓ Tax ID Number

- ✓ Organization's Mission Statement

- ✓ Organization's Vision Statement (Optional, if applicable)

- ✓ Current Operating Budget

- ✓ Number of Full-time Staff

- ✓ Number of Part-time Staff

- ✓ Number of Volunteers

- ✓ If you have volunteers, how are they utilized? (Optional)

Step 3: Request

Overview

- ✓ Title of Grant Request

✓ Description of Grant Request (25 Words or less)

✓ Date Payment Needed

✓ Amount Requested (Minimum $100,000, Maximum $1,000,000)

✓ Total Project Budget (if applicable)

✓ Grant Purpose (Check all that apply)

- Housing
- Economic Empowerment

✓ Type of Funding (Check all that apply)

- Seed/Pilot Funding
- Project Support
- Capacity Building
- Capital
- General Operating Support
- Other

✓ If you selected other, please explain

✓ Geographic Area Served

✓ Demographic Breakdown of Population Served (e.g. Socioeconomic status, ethnicity, gender, age)

Videos

✓ 2-3 Minute Pitch Video

- Who you are and how you would use the funding to amplify your mission?
- Upload to YouTube as an "unlisted" video and provide the URL. Unlisted videos can be seen by anyone with the link and won't appear on your YouTube channel or in YouTube's search results.

✓ 2-3 Minute Why Video

- What makes your program unique and game-changing?
- Upload to YouTube as an "unlisted" video and provide the URL. Unlisted videos can be seen by anyone with the link and won't appear on your YouTube channel or in YouTube's search results.

Step 4: Details

✔ Narrative: Please provide information on:

1. The main issues or problems this grant request addresses and details on why and how you address these issues
2. Proposal details
3. Evaluation and performance measures.

This is your opportunity to make a persuasive case for support! Maximum of 500 words.

✔ Provide the Unduplicated Number to be Served Annually by Proposal (If applicable)

✔ Tell a story that illustrates the impact of your proposal or organization on an individual. Maximum of 500 words.

✔ What is the implementation timeline related to this request? Please include major events, activities, and when they will take place—in chronological order. Maximum of 500 words.

✔ Describe plans to support the proposal after the term of this grant. Maximum of 500 words.

✔ Provide an updated list of all other entities asked (or planning to ask) for support on the proposal with amounts and responses to date. When do you expect to hear from pending requests? Maximum of 500 words.

✔ Describe your top 3 goals related to this project. Maximum of 500 words.

✔ Please provide an executive summary of your application.

- Condense the content of this application into a one-page document (600 words or less) that could be shared, separately from the completed application, with audiences, such as Board members, who may not review requests in their entirety. This summary should mention key elements of the proposal, the overall mission, and work of your organization and the impact this grant request will have. This document will, in essence, tell the story of your agency and request in a summarized form.
- A suggested format would include:
  o An introduction that includes the mission of the organization.

o   One short paragraph explaining the history of the agency's work in the community.
o   One to two paragraphs that summarizes the proposed project, including the segment of the community served.
o   If operating support, describe the agencies core programs.
o   One paragraph outlining the desired outcome, benefits to the community and how you define success.

Step 5: Supporting Files

Two (2) Letters of Recommendation

- From Organizations you collaborate with. They must speak to the quality of your work and the expressed need for funding.
- Upload documents in PDF format
- Maximum file size of 1MB per document

Project Budget

- Upload up to 3 documents in PDF or Excel format
- Maximum file size of 1MB per document

Organizational Budget for *Current* Fiscal Year, Including Revenue by Source (e.g. Foundations, individuals, government)

- Upload up to 3 documents in PDF or Excel format
- Maximum file size of 1MB per document

Organizational Budget for *Next* Fiscal Year, Including Revenue by Source (e.g. Foundations, individuals, government) (If available)

- Upload up to 3 documents in PDF or Excel format
- Maximum file size of 1MB per document

Most Recent Form 990 or Form 990-EZ

- Upload documents in PDF format
- Maximum file size of 1MB per document

Signed Audited Financial Statements for Most Recent Two Years (If available)

- Upload up to 2 documents in PDF or Excel format
- Maximum file size of 1MB per document

☑ Current Financial Statements

- Upload up to 5 documents in PDF or Excel format
- Maximum file size of 1MB per document

☑ Copy of Your 501(C)(3) IRS Determination Letter

- Upload 1 documents in PDF format
- Maximum file size of 1MB per document