





GrantTank Application Checklist






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

Step 1: Contact Information



Key Contact: This is the person who will be submitting the quarterly reports, executing requirements in the grant management system, etc:

	First and Last Name
	Position or Title
	Email
	Phone Number

Executive Director/Head of Agency

	First and Last Name
	Position or Title
	Email
	Phone Number
	Years with Organization

Signatory

	First and Last Name
	Position or Title



Email



Phone Number

Board Chair



First and Last Name



Email



Phone Number

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 Board Members
	Number of Volunteers
	If you have volunteers, how are they utilized?

Step 3: Request

Overview

	Title of Grant Request
	Description of Grant Request (25 Words or less)
	Amount Requested (Minimum \$100,000, Maximum \$500,000)
	Total Project Budget
	<p>Grant Purpose (Check all that apply)</p> <ul style="list-style-type: none"> • Housing <ul style="list-style-type: none"> o Emergency o Drop-in Center o Short-term / Stabilization o Long-term / Restorative o Transitional • Technology <ul style="list-style-type: none"> o Mobile Applications o Data Collection and Mapping o Other
	<p>Type of Funding (Check all that apply)</p> <ul style="list-style-type: none"> • Seed/Pilot Funding • Project Support • Capacity Building • Capital • General Operating Support <ul style="list-style-type: none"> o 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. Please be mindful that videos over this limit will not be watched.









- 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. Please be mindful that videos over this limit will not be watched.








- 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

	<p>Narrative: Please provide information on:</p> <ol style="list-style-type: none"> 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. <p>This is your opportunity to make a persuasive case for support! Maximum of 500 words.</p>
	<p>Provide the Unduplicated Number to be Served Annually by Proposal (If applicable)</p>
	<p>Tell a story that illustrates the impact of your proposal or organization on an individual. Maximum of 500 words.</p>
	<p>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.</p>
	<p>Describe plans to support the proposal after the term of this grant. Maximum of 500 words.</p>
	<p>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.</p>
	<p>Describe your top 3 goals related to this project. Maximum of 500 words.</p>
	<p>Please provide an executive summary of your application.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> 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

	<p>Two (2) Letters of Recommendation</p> <ul style="list-style-type: none"> • 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
	<p>Project Budget</p> <ul style="list-style-type: none"> • Upload up to 3 documents in PDF or Excel format • Maximum file size of 1MB per document
	<p>Organizational Budget for <i>Current</i> Fiscal Year, Including Revenue by Source (e.g. Foundations, individuals, government)</p> <ul style="list-style-type: none"> • Upload up to 3 documents in PDF or Excel format • Maximum file size of 1MB per document
	<p>Organizational Budget for <i>Next</i> Fiscal Year, Including Revenue by Source (e.g. Foundations, individuals, government) (If available)</p> <ul style="list-style-type: none"> • Upload up to 3 documents in PDF or Excel format • Maximum file size of 1MB per document
	<p>Most Recent Form 990 or Form 990-EZ</p> <ul style="list-style-type: none"> • Upload documents in PDF format • Maximum file size of 1MB per document
	<p>Signed Audited Financial Statements for Most Recent Two Years (If available)</p> <ul style="list-style-type: none"> • Upload up to 2 documents in PDF or Excel format • Maximum file size of 1MB per document
	<p>Current Financial Statements</p> <ul style="list-style-type: none"> • 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