





GrantTank Application Checklist






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

Step 1: Contact Information



Grant Writer/Primary 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

Board Members

	First and Last Name for Each Member
	Roles for Each Member
	Terms for Each Member

Organization Information

Note: Verbiage included here and beyond this point will be used to draft the GrantTank recipient webpages for applicants who are selected during this process.

	Name
	Address
	Address (Continued)
	City
	State
	Zip Code
	Website URL



Phone Number

Step 2: Background



Date Founded



Organization's Legal Name



DBA (if applicable)



Tax ID Number



Brief Overview of the Organization's History/Background



Organization's Mission Statement



How does your organization's mission align with The Jensen Project's mission? The Jensen Project is a nonprofit fueling strategic partnerships in the fight against sexual violence.



Organization's Vision Statement (if applicable)



Current Operating Budget



What is your organization's fiscal year?










What year was your last annual audit?



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?
	Organizations with Whom You Collaborate
	How does your organization define best practices for your programs?
	How do you incorporate lived experience expertise into your organization and programs?
	List Out Any Lawsuits Your Organization Has Been Involved With

Step 3: Request

Overview

	Project Title
	Description of Grant Request (25 words or fewer)
	Key Project Staff (Please include full names, titles, and LinkedIn URLs)
	Attach Key Staff Job Descriptions
	Amount Requested (minimum \$100,000, maximum \$300,000)
	Total Project Budget
	Project Start and End Dates



Grant Purpose (Check up to 3 options)

Housing Subcategories:

- Emergency
- Drop-in Center
- Short-term / Stabilization
- Long-term / Restorative
- Transitional

Economic Empowerment Subcategories:



- Barrier Removal
- Career Readiness
- Higher Education
- Social Enterprises
- Sustainable Careers

Technology Subcategories:



- Mobile Applications
- Data Collection and Mapping
- Other

Policy: Organizations primarily fighting for:


- Equality Model policymaking, and/or
- Equality Model implementation.








	<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"> ◦ Other • If you selected other, please explain.
	<p>Geographic Area Served and Demographic Breakdown of Population Served (e.g., socioeconomic status, ethnicity, gender, age, etc.)</p>

Videos








	<p>2–3 Minute “Pitch” Video. Please be mindful that videos over this limit will not be watched.</p> <ul style="list-style-type: none"> • 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.
	<p>2–3 Minute “Why” Video. Please be mindful that videos over this limit will not be watched.</p> <ul style="list-style-type: none"> • 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: In 500 words or fewer, please provide information on:</p> <ol style="list-style-type: none"> 1. The main issues or problems this grant request addresses 2. Details on why and how you address these issues 3. Proposal details 4. Evaluation and performance measures for the project/program <p>This is your opportunity to make a persuasive case for support!</p>
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	<p>Provide the Unduplicated Number to be Served Annually by Proposal (if applicable)</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>In 500 words or fewer, describe plans to support the proposal after the term of this grant.</p>
	<p>In 500 words or fewer, 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 in 500 words or fewer your top 3 goals related to this project.</p>
	<p>Describe in 500 words or fewer plans to support the proposal after the term of this grant.</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 fewer) 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 Support</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, etc.)</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, etc.) (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



Organization Chart



Strategic Plan (if applicable)