

What You Will Need to Apply **GENERAL OPERATING REQUEST**

PLEASE NOTE: This document is intended to provide an overview of all potential information and documents needed to complete a grant application.

*You will be required to upload or attach documents to your application. These documents must already be saved on your computer before you can browse and upload them to your application. **Documents that are requested can be in Word, Excel or PDF format.**

A. Organization Information

- Legal name, address, phone number, fax number and web address
- Tax status, ID and filing year end
- Year established, staff size (calculate Full-Time Equivalent) and number of locations

B. Key Contacts

- Contact information for CEO/President/Executive Director, Finance/Accounting contact, and Application Primary contact (for any questions about the application)

C. Organization General Information

- Mission statement
- One paragraph Organization description (no more than 4 sentences)
- Brief History of the Organization, including major or significant changes at organization since last application, if any/applicable.
- Overview of core programs and services, (multiple questions)
- Three to four attributes that distinguish the organization (500 words or less)
- Relationship with other orgs providing similar programs or services (500 words or less)
- Information regarding previous grant requests to Robert B. Daugherty Foundation

D. Staff and Board

- Overview of management succession plan, if any (300 words or less)
- Documents needed to attach in this section*:
 - Organization Chart
 - Brief biographies of top three (3) management personnel
 - Board of Directors listing including name, employer and business title

E. Organization Governance

- Policy information relating to conflicts of interest, related party transactions, and accessing endowment principle
- Question pertaining to outstanding legal actions and contingent liabilities
- Documents needed to attach in this section*:
 - Policy regarding access to endowment principle, if any

F. Request Information

- Project Name, Request Amount, Frequency of Grant, Multiyear Schedule (if applicable), and funding timing
- Total Project Budget Amount and Funds Secured Amount
- Board financial support of the organization including number of board and total dollars of support.
- Geographic area served
- Information regarding contact with Robert B. Daugherty Foundation pertaining to request, if any
- Documents needed to attach in this section*:
 - Budget including revenue and expenses covering the requested funding timeframe
 - Funding sources secured and potential funding sources (download from application for instructions)

G. Project Rationale

- Evaluation of Programs and Services including population served, number of clients, impact measurement, results reporting and use of data. (750 words or less)
- Past three (3) years of evaluation metrics previously outlined (400 words or less)
- Specific goals identified for funding timeframe and how plan to achieve (750 words or less)
- How will a grant help improve/deliver programs and services? (500 words or less)
- Challenges in community addressed (500 words or less)
- Additional staffing needs (500 words or less)
- Sustainability plan (500 words or less)

H. Organization Financial Information

- Current financial position and operating budget
- Threats to short-term operations & primary long-term challenges
- Accounting firm(s) that prepare financial information
- Prior 4 years revenue, expenses, and unrestricted net assets reported from one source
- IRS Filing Status
- Documents needed to attach in this section*:
 - Current full-year Budget for the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement), and Cash Flow Statement.
 - Current Statement of Financial Position (Balance Sheet), Statement of Cash Flow, and Statement of Activities (Income statement) comparing year-to-date Actual vs. Budget.
 - Past two years **internal** financial statements (Balance Sheet, Income Statement and Cash Flow) provided in a format to show line-by-line comparison of financial statement items per year
 - The Top 10 Supporters spreadsheet (download from application for instructions)
 - Most recent annual report, if any
 - Most recently filed IRS Form 990
 - Past two years audited financial statements (or statement with reason why audit not conducted)

J. Credit Line and Benefits

- Line of Credit
- Employee Benefits
- Executive Benefits Plan

Signature Page

- Verification that CEO/President/Executive Director has reviewed and approved application for submission
- Statement signed by CEO/President/Executive Director or CFO verifying that the organization's tax exempt status has not been revoked*
- Electronic Signature of submitter