ABOUT

**Organization Legal Name**:

* DBA or Common Acronym [optional]:

**Primary Grant Contact:** Name/Title/Email/Phone Number

**Employer Identification Number**:

**ORGANIZATION PROFILE**

**Applicant type**: *501c3 Public Charity; 501c3 Religious Organization; Government Entity, including Tribal Nations* [select one]

**Overview of your organization, including your purpose and program areas (one paragraph), and two examples of recent accomplishments**:

**Number of Staff (full-time equivalent)**:

**Number of Board Members**:

**Website:**

CHIEF EXECUTIVE OR BOARD CHAIR

**First Name:**

**Last Name:**

**Title:**

**Phone:**

**Email:**

MAILING ADDRESS

**Address 1:**

**Address 2:**

**City:**

**Country:**

**State:**

**ZIP Code:**

* Organization Physical Address [if different]

OPERATING BUDGET

Please provide your current year budgeted revenue and expenses, along with actual revenue and expenses from your two most recently completed fiscal years

**Inquiry**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fiscal Year** | **Total Revenue** | **Total Expenses** | **Surplus/Deficit** |
| Current Year Budget |  |  | [Auto-calculated] |
| Last Year Actuals |  |  | [Auto-calculated] |
| Prior Year Actuals |  |  | [Auto-calculated] |

* If you indicated a significant deficit, surplus, or changes in budget size between years, please explain. [optional]

INQUIRY

**Total Amount Requested:**

**Grant Period:** *1-year grant; Multi-year grant, 2 years; Multi-year grant, 3 years* [select one]

* Amount Request Per Year [if multi-year grant]

**Request Type:** *capacity building; capital construction; challenge match grant; collaborative project; equipment; fiscally-sponsored project; general operations, project support; technical assistance* [select one]

* What is the name of the collaborative or fiscal sponsor [if collaborative or fiscally-sponsored project]

**10-word proposal description** e.g. “Provide culturally-specific arts and culture programs” “Construct a new community wellness center,” “Support programs and operations to reform criminal justice policies,” “Hire an equity director staff position,” “Support exhibitions and programs,”

**Does your proposed scope of work include strategies specifically designed to serve or engage any of the following communities**: *African, African American, or Black; Asian or Pacific Islander; European American or White; Latina, Latino, or Latinx; Middle Eastern or Arab; Native American, American Indian, or Alaska Native; Multiracial communities of color; Immigrant or Refugee; Low-Income; Lesbian, Gay, Bisexual, or Queer; People with Disabilities; Transgender; Additional (describe in your proposal)* [select multiple]

**In what geographic communities are you proposing to work**: *County & Tribal reservation list* [select multiple]

**A three to five paragraph summary of your proposal**: Share a description of the community you intend to serve and how you engaged that community in the development of your strategy and goals, the need for your work in the community, an overview of your key goals and activities, and a timeline for your work, as appropriate:

**A one to two paragraph summary of how your organization is advancing diversity, inclusion, and equity. Be sure to share with us your organization’s learning and growth goals related to equity and inclusion for the grant period**:

**To what extent do your staff, board, and (if applicable) volunteers reflect the demographics and experiences of people and communities you serve?**:

**Inquiry Cont’d (cont’d)**

[For capital construction, collaborative project, equipment, and project support requests]

**Project Total Budget**:

**Amount Raised to Date**:

**Briefly share who your key funders are so far and your anticipated sources of remaining funds**:

PLEASE AFFIRM THE FOLLOWING

1. The chief executive or board chair of the organization has read this proposal, can verify its accuracy, and authorizes this inquiry.
2. Our proposed work is focused in Oregon. We have registered with the Oregon Secretary of State and Oregon Department of Justice, as required by law.
3. Our organization does not discriminate against staff, volunteers, or the people we serve based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or any other legally protected status.
4. We do not require staff, board members, other volunteers, or the people we serve to sign a lifestyle agreement or statement of belief as a condition for working or volunteering with the organization.

DOCUMENTS [if capital construction, collaborative project, equipment, or project support]

**Attach a project budget**. This should include a list of expenses and projected revenue by source type (e.g. earned income, contracts, foundations, individuals, in-kind, etc.). For multi-year requests, please include a column for each year of the proposed grant period. [Attachment]

**Have there been any substantial changes in your organization or proposed work since you submitted your inquiry application?:**

**If funded, what will success look like at the end of the grant period?**:

**Full Proposal**

**You provided this summary of your proposed work in your letter of inquiry. Please expand on it below, as necessary. If you haven’t already, you are encouraged to address the following, as they’re relevant to your proposal** [edit previous narrative response]:

* Your organization’s and/or leadership’s background in relation to your proposed work
* How you’re positioned to deliver on your goals and mission
* The community need, who else is addressing this need, and the unique contributions your organization makes
* Your partners in carrying out your proposed work
* How you will prioritize aspects of your proposed work if you’re unable to secure all of the revenue in your budget
* How you will sustain the proposed work beyond the grant period

**You provided a summary of your organization’s diversity, inclusion, and equity efforts in your letter of inquiry. Please expand on it below, as necessary. If you haven’t already, please provide two or three concrete examples of what this work looks like within your organization and through your programs**

**For what fiscal year did you last complete a financial audit?** (If your organization has not done an audit in the last ten years, enter “none”):

Please attach the following:

**A list of board members.** Include each member’s name, along with their place of employment, job title, relevant affiliation, and/or areas of expertise.

**A completed Community Information Form**.

**Your organization’s current-year operating budget**.

**Your organization’s year-end financial statements from the last full fiscal year**, including:

* Statement of Financial Position (balance sheet)
* Statement of Financial Activities (income & expenses)
* NOTE: A financial audit or review from your most recently completed fiscal year is preferable; if no audit or review is available, internally produced financial statements are acceptable.
* NOTE: Tribal and government entities should provide financial documentation from the relevant department, rather than the whole tribe or government.

**If the financial statements show an operating deficit, accumulated debt, or a significant surplus, please provide an explanation**.

**Letters of support from key partners, pictures, or program materials** (optional).

For Project Support, Capital Construction, or Equipment requests:

**Please attach a detailed project funding plan**. List the names of current and projected major donors, corporations, foundations, and public funding sources. For each revenue source listed, include the amount of each request; whether it is planned (not yet submitted), pending (submitted and under review), or committed (pledged or in-hand); and the expected decision date for pending requests. [attachment]

**Please attach schematic drawings, for capital construction projects** [attachment]