ORGANIZATION INFORMATION

**Please provide a short overview of your organization, including your purpose and program areas (one paragraph), and two examples of recent accomplishments** *[narrative response]****.***

**Number of Staff (full-time equivalent)** *[numeric response]:*

**Number of Board Members** *[numeric response]:*

**Are you applying on behalf of a formal collaborative or fiscally sponsored project?** *[yes/no]:*

* What is the name of the collaborative or fiscal sponsor?
* If fiscally sponsored: What is the sponsor’s EIN and address?
* Attach a copy of the fiscal sponsorship or collaborative agreement. *[attachment]*
* Attach a list of steering or advisory committee members, along with relevant affiliations/qualifications and city of residence for each. *[attachment]*

**Rounding to the nearest 10 percent, please estimate what percentage of your board members identify as…**

* People of Color
* Immigrant or Refugee
* People with Disabilities
* Lesbian, Gay, Bisexual, Transgender, or Queer (LGBTQ)

**Rounding to the nearest 10 percent, please estimate what percentage of your staff identify as…**

* People of Color
* Immigrant or Refugee
* People with Disabilities
* LGBTQ

**Optionally, please provide further information about the ways your board, staff, and/or volunteers reflect your community and the people you serve, or anything else we should know about the diversity within your organization that isn't reflected in the data above** *[narrative response]***.**

**Please affirm the following** *[yes/no]:*

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 has a nondiscrimination policy in place and 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. People can work and volunteer for, and receive services from, the organization without being required to sign a lifestyle agreement or statement of belief.

OPERATING BUDGET

**Operating Budget:** Please provide your current year budgeted operating revenue and expenses, along with **actual revenue and expenses** from your two most recently completed fiscal years*.* If your organization distinguishes between unrestricted and restricted revenue **please provide only your unrestricted revenue and expenses** (including assets released from restriction); for example, do not include the portion of multi-year pledges restricted for future years.

If you’re submitting a proposal for a fiscally sponsored project, this should reflect the revenue and expenses of the sponsored project. If you’re submitting a proposal for a government agency, including Tribal nations, provide budget numbers for just the applying department, not the entire government entity:

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

**If you indicated a deficit or surplus of more than 10 percent in any year, or significant changes in budget size between years, please explain.**

INQUIRY NARRATIVE

**Total Amount Requested** *[numeric response]:*

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

* If multi-year request: Amount requested per year

**10-word proposal reference** *[limited to 100 characters]* e.g. provide culturally-specific arts and culture programs; construct a new community wellness center; support programs and operations; hire an equity director staff position; support exhibitions and programs.

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

**Is your proposal intended to serve the general population or does it focus on one or more specific populations?** [*select one*]: General Population; Specific Population

**If specific, which of the following communities are the primary focus of this proposal** *[select multiple]:* African, African American, or Black; Asian or Pacific Islander; Children & Youth; Communities of Color – General; European American or White; Immigrant or Refugee; Latina, Latino, or Latinx; Lesbian, Gay, Bisexual, or Queer; Low-Income; Middle Eastern or Arab; Native American, American Indian, or Alaska Native; People with Disabilities; Seniors & Older Adults; Transgender or Non-Binary; Veterans; Women & Girls; Additional (Describe in your proposal summary below)

**For this proposal, in what geographic communities are you proposing to work?**: [*select multiple from a list of counties and tribal communities]*

**A three to five paragraph summary of your proposal**. Please include the following, to the extent they’re relevant to your proposal *[narrative response]*:

* 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;
* A timeline for your work;
* A description of any partnerships

**A one to two paragraph summary of how your organization is advancing diversity, inclusion, and equity, both internally within your organization and through your outreach and programs** *[narrative response].*

**Please share one to three learning and growth goals for the grant period related to advancing equity and inclusion** *[narrative response]:*

For capacity building; capital construction; equipment; project support (including fiscally sponsored and collaborative projects); and technical assistance requests.

* **Total Project Budget** *[numeric response]:*
* **Amount Raised to Date** *[numeric response]:*
* **List the name and amount of each committed corporate, foundation, and government funding source for the proposed project and a total from individuals** *[narrative response]*
* **List anticipated (not yet secured) funding sources and amounts.** *[narrative response]*
* **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]*

For general operations and challenge match requests.

* **Briefly share what your major sources of funding are (e.g. grants, contracts, individual gifts, ticket sales, etc.). List by name any foundation or government sources that provide more than 5 percent of your operating budget.** OR **Attach your current-year operating budget instead of answering this narrative question**

**OPTIONAL ATTACHMENTS: You may attach up to five additional documents, including pictures, program materials, or letters of support from key partners.**