



2025 GRANT PROPOSAL SAMPLE QUESTIONS

[Current Grantees only]

- Previous Funding Amount
- Have the funds previously provided been fully utilized? If not, please elaborate how you anticipate fully utilizing the remaining funds below.
- Please provide a concise summary of your progress in our geographic focus areas toward goals and objectives noted in last year's grant request. You must include the number of individuals or households served last year and in what capacity.
- Optional: In addition, you may upload a file in support of your response.

Application Title

- Provide a title to this application that is indicative of the nature of your request.

Applicant's Mission and Vision Statement

- Provide a brief statement of charitable intent for your organization.

Grant Request Description

- Provide a brief and concise description of your request. This must include how many individuals or households you expect to serve in the coming year. Example: "Our shelter provides a safe place to sleep for 400 men per night. We are seeking funds to sustain this capacity and to add a 20 bed emergency shelter in the winter."
- Please indicate what type of grant funds you are seeking from us:
 - Sustaining (a single award with an option to renew - typical of annual operating funds)
 - Installment (a single award paid over a multi-year schedule - typical of capital campaigns)
 - One Time (a single award without an option to renew - typical of specific projects)
- Grant Amount Requested -
 - For sustaining requests, please enter the annual amount requested.
 - For installment requests, enter the total amount requested across all installments.
- Change of Needs -
 - If you are a returning grant applicant and your requested funding this year is different than what was awarded last year (larger or smaller), please provide an explanation regarding the change in needs
- Geographic Focus -
 - The Foundation has specific geographic focus areas which only include the metropolitan areas of Atlanta, Georgia; Charlotte, North Carolina; and Trenton, New Jersey. Please indicate which geographic focus area you support.

- Describe how this grant funding will benefit the community and/or population you serve directly-
 - Components may include the need; the strategy & plan to address the need; a program description; the anticipated impact; your sustainability plan; and the internal and external influences that could affect your work, etc.
 - You must include the following; if this information is not provided, your application will be reverted to "draft" status for your edits:
 - The number of individuals or households anticipated to serve this year and in what capacity.
 - Description of engagement frequency and program model for our geographic focus area(s).
 - For capital campaign requests, please include the campaign goal; the total amount raised to date; top five donors and their pledge amounts; pending "asks"; the fundraising timeline; and the project/operational timeline.
- Client Demographics -
 - Describe the demographic profile of the people you serve (gender; race; ethnicity; age; and income; etc.); please ensure that your response is only with regard to the geographic focus area related to this grant request.
- Community Landscape –
 - What other nonprofit organizations are doing similar work as your organization in the community?
 - How is your organization different/unique from these other nonprofit organizations?
 - How does your organization partner and/or collaborate with these other nonprofit organizations?
 - Where does your organization fall in the continuum of community services - i.e., who is referring clients to your organization and where do these clients receive continued support after working with your team?
 - What are the current challenges being experienced across your sector?

Leadership

- Provide a list of your organization's key leaders in the following format: name; title/role; and number of years served. Please do not include biographical or additional information.
- Describe the demographic profile of your workforce, especially your leadership team (gender; race; ethnicity; etc.) Please share why your leadership is the right team to address the community need described above, including strengths and skills as it relates to achieving impact.
- Change of Leadership* In the past year, has there been any change(s) in leadership of the CEO and/or Executive Director? In addition, is there any such change(s) anticipated in the coming year? If so, elaborate on the recent and/or anticipated change(s) of your organization's leadership. Please include the reason(s) for the departure of your leader(s). What is your succession plan? Please include any information related to the recruitment plan and timeline.

Financial Information

- Upload your most recently filed IRS Form 990 & provide requested financial data (approx. 12 data points from your IRS Form 990).

- Provide total number (or estimate) of contributors providing the contributions, gifts, and grants.
- List your largest funding source and revenue received.
- List your organization's top five contributors and their contribution amounts as reflected in your IRS Form 990
- Provide the percentage of board members' contributions; if less than 100% board members contributed, please explain.
- Explain any anomalies regarding your finances (unusually large assets; receivables; endowments; fund transfers; building sales; campaigns; etc.) and/or less than 100% board member contributions.
- In addition, if your IRS Form 990 reflects a larger entity outside of our geographical focus area (international, national, state, regional, etc.), please upload your LOCAL budget and include the following details:
 - Total local revenue/operating budget
 - Total local revenue from grants and contributions
 - Total number of local contributors
 - Top (5) five local contributors, using the following format: year; name; and donation amount in USD. You may use "anonymous" for individuals who have asked not to be identified.

Strategic Plan

- Has your organization adopted a new formalized, documented, board-approved strategic plan in the past 12 months? If so, please share your top three priorities.

Logo Upload / Verification

Feedback (optional)

- How long (in total dedicated working hours) did it take you and/or your team to complete this application?
- Provide any constructive feedback about the application process, site visits, virtual meetings, response time, receiving assistance when needed, etc. In addition, please feel free to share any general feedback we should consider as the Foundation evolves. Your honest and candid response is extremely helpful to us in improving our grantees' experience. Be assured that your thoughts will not affect the grant award evaluation process.