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## Equinox Foundation Grant Program Sample Application

**Please note that this document is for informational purposes only, and there may be slight differences between this document and the official online application. Applications must be submitted via the online application process on our Web site, [www.inwcf.org](http://www.inwcf.org).**

### ORGANIZATION INFORMATION

Applicant Organization Name

Applicant Organization Mailing Address

City/State/Zip Code

County in which Applicant Organization is Located

Website Address of Applicant Organization

Executive Director/CEO Name

Executive Director/CEO Actual Title

Executive Director/CEO Phone

Executive Director/CEO Email

Contact Person for this Application, if different from Executive Director/CEO

Contact Person Title

Contact Person Phone

Contact Person Email

Tax ID

Tax Status of Organization

*If you choose "other", you must contact INWCF's grants department to determine your eligibility to apply for this program.*

- Public Charity (501 c3)
- Government Entity (170 c1)
- Federally Recognized Tribe
- Other

Briefly describe your organization's mission and current programs. Please include the year your organization was established. Please limit your reply to 300 words.

**PROGRAM/PROJECT OVERVIEW:**

Program/Project Name:

Please provide a brief summary of your program/project:

This request is for:

- Program or Project Support
- Capacity Building Support
- Operating Support
- Capital or Equipment Support

Total Program/Project Cost:

Amount Requested from the Equinox Foundation Grant Program at INWCF:

**PROGRAM/PROJECT DETAILS:**

Please indicate the purpose of this funding:

- This funding will allow us to sustain an existing program
- This funding will allow us to expand an existing program
- This funding will allow us to implement a new program
- This funding is for a one-time capital/equipment project

**Describe in detail the program/project for which you are seeking funds.**

Please provide a timeline and identify the specific activities that will take place or specific services that will be provided during the grant period.

**Describe the need or opportunity addressed by the program/project.**

Include information about the population that will benefit directly or indirectly and explain how this program/project is relevant at this time in the community/communities you serve.

**Tell us a story.**

If this is an existing program, please share a story of how your program made a difference for a specific client in the recent past. If you are proposing a new program or project, please share with us how you envision this would impact a person in your target population.

**Please state the intended outputs (results) of your proposed program/project.**

Please be number specific. For example: 21 families who were previously homeless will be moved to permanent housing; 65 senior citizens will receive in-home health care services; 25 new volunteers will be trained and certified; Five two-hour sessions to convene neighborhood groups to discuss environmental impact issues will be presented. If this is a program you have implemented in previous years, please include the most recent program outputs.

**Explain the broad community benefit of your proposed program/project, including the short and long-term impacts.**

**Describe how you will measure and evaluate the success of your program/project.**

**ORGANIZATIONAL CAPABILITY:**

**Describe your organization's qualifications for carrying out this type of program/project.**

Include information about previous organizational accomplishments and any experience with the type of program you are proposing.

**Describe what your organization has done, other than fundraising, to prepare for this program/project.**

**Identify any potential obstacles, other than funding, that might affect the outcome of this program/project.**

Please indicate how you might address those obstacles.

**Identify any organizations you will collaborate with on this program/project.**

**Describe how your organization is unique compared to other organizations that provide similar services.**

**CURRENT AND FUTURE FUNDING:**

**Describe the efforts you have undertaken/will undertake to raise any additional funds or in-kind support required to implement the program/project.**

Describe your plans, such as changes in scope or delays in program/project implementation, if you are unable to obtain all required funding.

**If this is an ongoing project, please describe how your organization will cover the expenses of this program after the grant period.**

**If your organization is a 501c3, please provide information about your board's financial support of your organization.**

Are members of your board required to provide financial support to your organization? If not, what percentage of your board contributes financially? Also, please include the total amount donated to your organization by board members in the past year. If you are submitting a proposal on behalf of a governmental organization, please skip this question.

The following supporting documents are required to complete your application:

**1. Program/Project Budget**

This is the budget for the specific program/project for which you are seeking grant funds. It should include:

- Income sources, including cash and in-kind contributions (labor, goods and supplies that are donated). Note how much income has been secured or committed.
- Expenses, such as personnel, contract services, equipment and supplies. Identify specifically what expenses will be covered by the funds from the Inland Northwest Community Foundation.
- Net income (total income - total expenses).
- Grant percentage of total budget.
- Narrative explanation of any additional information that you believe would help us better understand your organization's program/project budget, including descriptions of in-kind

donations, explanation of specific budget items and how the amount of specific items was calculated or determined.

## **2. Organization Operating Budget**

The organization operating budget should include:

- Income sources, including cash and in-kind contributions (labor, goods and supplies that are donated). Note how much income has been secured or committed.
- Expenses, such as personnel, contract services, equipment and supplies.
- Net income (total income - total expenses).

**3. Revenue and expense statement** (also called a profit and loss statement), that indicates changes in net assets and statements of activity.

**4. Balance sheet** (also called an assets and liabilities statement), that indicates the financial position of the organization.

**5. Key staff.** Please provide a paragraph of information about the key staff person/people involved in this program/project. Include a description of their role with the project and their particular qualifications.

**6. List of board members.** This list should include the names of board members, their affiliation (i.e. their job or profession) and how many years they have served on your board.

**7. Verification of tax-exempt status.** For public charities, the required documentation is a copy of your organization's 501(c) (3) letter. Other tax exempt organizations should upload a document stating the organization's tax-exempt status (i.e. government entity, federally recognized tribe, school district, municipality, etc.)