

The Anne and Henry Zarrow Foundation General Operating Application - Sample

Agency Organization

Welcome, to the Anne and Henry Zarrow Foundation's online application process. We look forward to receiving your proposal.

The Anne and Henry Zarrow Foundation Board of Directors meets quarterly to review all requests. Applications received after a deadline will be considered at the next board meeting. We will accept only one application per organization each calendar year.

Before completing this form, please ensure that you have all necessary paperwork ready to upload. If you do not have your forms ready, you may click the SAVE AND FINISH LATER button to return to this application at a later time. Remember to save before backing up a page. You will have a chance to review your entire application prior to submittal. PLEASE NOTE: The red check beside a text field allows you to spell check your entry.

Organization Information

Tax ID

Organization's Legal Name

Organization's Name

Address

City **State**
 - Select One -

Zip Code

Phone ex. (555) 555-5555

Fax ex. (555) 555-5555

Organization Web Address

General Information About Your Organization

Mission statement.

Please give us your mission statement. By its nature, the mission statement should not be more than one or two sentences.

Organization Type

Board Giving

Please indicate what percentage of the board gave financially to your organization during your last completed fiscal year, as well as the total amount contributed by the board during that fiscal year.

Annual Budget

Please give us your organization's annual budget. Example: \$1,000,000.00

Organization's Executive Director Information

Prefix **First Name**
 <None>

Last Name

Title

Office Address

City	State		
	<None>		
Zip Code			
Office Phone ex. (555) 555-5555	Extension	Office Fax ex. (555) 555-5555	
Mobile Phone (555) 555-5555			
E-mail			

Contact Information

Same as Organization Executive Director
No

Primary Contact for this Request			
Prefix	First Name	Last Name	
- Select One -			
Title			
Address			
City	State		
	- Select One -		
Zip Code			
Phone ex. (555) 555-5555	Phone Extension	Fax ex. (555) 555-5555	
Mobile Phone ex. (555) 555-5555			
E-mail			

Request Page

Project Title

This is the name of your project or the type of funding you are requesting. Please limit yourself to one sentence.

The following answer fields will expand as you type.

Organization Overview

Guidance: Tell us about your organization. For a general operating grant request, please give us some examples of requested expenses. Give us a summarization of what services your organization provides and an example of what your need is. Click on the information box for an example.

Core Strengths

Guidance: What are your core strengths? In other words, what does your organization do especially well? We have found that a group's ability to understand what it does especially well is a good predictor of its success over time. Core know-how is often a matter of three elements that make you effective: 1) knowledge-your information and insight into solving problems; 2) skills-putting into action your experience; and 3) persuasiveness-how to communicate your knowledge and skills to others who need to reach success. Be as specific as you can. General statements such as "We are really good at working with people" add little value to our understanding of how and why you think you are successful. Click on the information box for an example.

Achievement

Guidance: What have you achieved in the past three years for persons in your programs? Please know we are much more impressed with how many people have tangibly improved their life than on how much money you have attracted or what awards you may have received-unless the recognition is clearly based on participant outcomes. Also, we do not equate growth with achievement. Just focus your comments on the tangible human gains you have created for those you serve. Click on the information box for an example.

Sustainability

Guidance: What predicts your sustainability as an organization? Please speak to financial and program factors. We want to make sure that an investment in an organization or its programs will not be lost due to the organization either failing or having to spend so much time staying afloat that it cannot focus sufficiently on programs. As you think about what evidence to give us, consider:

Finances-trends, events, or other factors that influence your financial viability, including enough cash to operate. Contribution base and cost control are both important here.

Leadership-including past or anticipated losses of key people at board and staff levels and any current gaps in capacity.

Program achievement-are you achieving the results you want with the time and money available to you.

Comparative positioning-are you seen as a leader in your field? Do you set the trend or are you following them? Click on the information box for an example.

Success

Guidance: How will you know when and if you are successful? How will you measure success? Foundations often ask you for an evaluation plan. We are much more concerned with your looking at assessment as an integral part of what you do to track and verify success.

Verification (yes or no-did you achieve the stated results?) is easier and less costly than evaluation (to answer the questions about what happened). You may well be able to use existing data bases or rely on existing measuring instruments. Or you may be able to use observations and reports by others, or in some cases self-reported behaviors.

Please include what do you look for during the middle of a program that indicates participants are achieving or in some cases not achieving so you can get them back on track? Click on the information box for an example.

Organization's Geographical Area Served

Please give us the number of unduplicated persons served by your organization.

Poverty Level

Of the unduplicated number you serve, please give us the number of clients served who are under 300% of the poverty level. (Please use whole numbers only - no commas or text.) ** You may see the latest poverty table by clicking here. To read this table, a family of four at the 300% level has an income less than \$72,750.

Age Group

You may choose up to three ranges.

Population Served

You may choose two areas served.

Name of Program Area**How much are you requesting?**

Please allow for the length of the grant.

Length of Grant

(In whole months) Standard grant is 12 months.

Who else are you going to for funding for this project?

Please list their names and the amount you are requesting from each.

Last Grant Date

Please give us the date of the last grant you received from the Anne and Henry Zarrow Foundation

Last Grant Amount

Please give us the amount of the last grant you received from the Anne and Henry Zarrow Foundation

Largest Grant Amount Date

Please give us the date of the largest grant you have received from the Anne and Henry Zarrow Foundation.

Largest Grant Amount

Please give us the amount of the largest grant received from the Anne and Henry Zarrow Foundation.

Largest Grant Purpose

Please give us the purpose of the largest grant you have received from the Anne and Henry Zarrow Foundation. ie. program or capital but please specify what capital or program grant.

Attachments**Attachments**

The Anne and Henry Zarrow Foundation is committed to fairly evaluating each proposal submitted. In order to meet the due diligence required we must also ask for additional information not contained within the application.

Please upload the following documents:

Board of Directors (please include their occupation and their place of employment)

Last Year's Actuals vs. Budget

List of Major Donors to this project

List of Collaborative Partners (if any)

Organization Chart (If you don't have one you can create one in word by going to "Insert"/picture/organization chart)

Current Year's Annual Budget

Project Budget, if applicable

Organization's Most Recent 990

Management Letter from most Recent Audit. This is the SAS115, which is directed to management to address areas of concern. Please check with your auditor if you have questions about which form to submit.

If you do not have documentation prepared at this point, click 'Save And Finish Later' to hold the application until you have completed the appropriate forms. You cannot submit the document and send the attachments later. All applications that do not have appropriate documentation attached will not be processed.