



OPERATING AND PROGRAM APPLICATION SAMPLE QUESTIONS

The Maxine & Jack Zarrow Family Foundation is committed to fairly evaluating each proposal submitted. To meet the due diligence required we might also ask for additional information not contained within the application. Below is a list of sample questions for general operating and program application with the Foundation. Grantees should be prepared to submit answers to each of these questions through our online portal at the time of application. For general questions about our application process, please email grants@zarrow.org.

1. Organization Overview & Contact

- a. Organization
 - i. TAX ID, Legal Name / DBA
 - ii. Mailing Address, Phone, Email
- b. Executive Director or CEO
 - i. Name, Title, Email, Phone, Position Tenure (years)
- c. Primary Contact for the Grant Request
 - i. Name, Title, Email, Phone

2. Grant Request

- a. Request Amount (\$), Requested Grant Terms (in months)
- b. Project Title (Brief, one sentence)
- c. Project Description - Describe the scope of the proposed facility renovation, expansion or new construction. If building at a new location, include the site details (e.g., address, square footage).
- d. Type of support, program areas, and population served

3. Program Details

- a. Number of Full-Time Employees, Part-time employees, Volunteers
- b. Geographic area served, number of unduplicated clients served, number of clients under 300% poverty level
- c. Commitments of Faith
 - i. Does your organization require board members or staff to make commitments of faith?
 - ii. Does your organization require religious or faith practice as a component for the participation of clients, staff, or board?
 - iii. Does your organization adheres to an Equal Employment Opportunity statement that includes non-discrimination regardless of age, gender, race, ethnicity, sexual orientation, disability, national origin, political affiliation, or religious belief.
- d. Organization mission statement
- e. Describe your organization's core programs and services.

- f. Describe the demographics of those benefitting from your organization's services (i.e. age, gender, race, ethnicity, income, etc.).
- g. What are your organization's core strengths?
- h. Enter your current strategic plan start date and end date, if available.
- i. Describe your organization's measurable outcomes and accomplishments this last year.
- j. List any Organizational Accreditations or National Affiliations
- k. Describe any major changes in the organization or program this last year (i.e. change in mission, Executive Director change, loss of major funding, significant board or staff turnover, change in location, or expanded/downsized/eliminated programming).

4. Organization – Finances & Fundraising

- a. Annual Budget
- b. Does your organization have at least a 3-month reserve?
- c. Average Reserve Amount (Past 3 years)
- d. Has your organization been operating in the black for the past three consecutive years?
- e. Total amount of debt your organization carries, if any.
- f. Current endowment market value with the unrestricted percentage of endowment
- g. For the past year, list the percentages of revenue from the following sources: Government, Earned Income, Fees, Earned Interest, Private Support (including Events), In-Kind Donation
- h. What percentage of the governing board contributed financially in the last fiscal year, and what was the total amount contributed?

5. Attachments: Please upload either PDF, Excel, or Word documents

- a. Last Year's Actuals vs. Budget
- b. Current Year Organization Budget
- c. Proposed Program or Project Budget, if applicable
- d. Organizations' most recent 990 and most recent complete audit
- e. List of major donors and collaborated partners