



FUND FOR IDAHO

2023 PERSISTENCE FUND

## Grant Application Format

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**PROPOSAL FORMAT:** Please assemble your application in this format and order.

**I. COVER SHEET** (*The completed Cover Sheet Page.*)

**II. NARRATIVE** (*maximum of five pages for this section – PLEASE number the application pages! Do not include this instruction sheet in the application - just insert your answers where they go and keep the headings so we know which section is which.*)

**A. Introduction and Background of Organization** (Addressing the following points:)

1. Why was your organization started and what have you achieved so far?
2. Who started your organization? Who makes organizational decisions? Who carries out the work? Who benefits from your work? Include relevant demographics such as race, class, gender, ethnicity, age, sexual orientation, gender identity and people with disabilities.
3. Describe your current programs and activities.
4. If you are a grassroots group, describe your community. If you work statewide, provide examples of your work in different parts of the state. How are other regional and/or national organizations involved? How do you collaborate with other social justice organizations?

**B. Describe your request** (Incorporating the following points:)

1. Problem statement: What problems, needs, threats or issues will your work address?
2. What is your plan for carrying out this work? Tell us the goals, objectives and activities/strategies involved. Describe your specific activities/strategies using a timeline over the course of this request.
3. How do you work to promote diversity and address inequality, oppression and discrimination within your organization?
4. What, specifically, is the social change this proposal seeks to make? How does this forge a stronger movement for justice? Why does this work matter for Idaho?

**III. ATTACHMENTS** (*these do not count toward five page limit – PLEASE number the pages!*)

**A. Evaluation**

How will you measure the effectiveness of your work? Will there be measurable impacts? How will the program change what people do, know or feel? Who will conduct this evaluation—staff, board, constituents, community, consultants? How will you use the evaluation results?

**B. Organizational Structure/Administration**

1. Briefly describe how your organization works: What are the responsibilities of board, staff and volunteers?
2. If you are a membership organization, define your criteria for membership. Are there dues?
3. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.
4. Provide a list of your board of directors with related demographic information.
5. How is the board selected, who selects them and how often?

**C. Finances**

1. Your organization's most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available. For fiscally sponsored organizations, please provide YOUR financial report, NOT that of your fiscal sponsor.
2. Your organization's current annual operating budget.\*  
For fiscally sponsored organizations, please provide YOUR current annual budget, NOT that of your fiscal sponsor.
3. What other funding sources you are seeking to support this work? Include amounts requested and whether the funding is received, projected/pending or committed.
4. Describe your plans for future fund raising.
5. A copy of your IRS 501(c)(3) determination letter. If you do not have 510(c)(3) status, please submit IRS 501(c)(3) documentation for your fiscal sponsor and documentation of your fiscal sponsorship relationship. Additional information may be required.

\* See attached budget format. If you already prepare organizational and project budgets that approximate this format, feel free to submit them in their original format.

**D. Other Supporting Material**

1. Letters of support/commitment (up to three). **We require at least one letter of support** from an organization with which you have collaborated.
2. Recent newsletter articles, newspaper clippings, evaluations or reviews (up to three).
3. Recent annual report.
4. Other \_\_\_\_\_

**IV. ADDITIONAL INSTRUCTIONS**

- Send **8 complete, collated copies** of your proposal. Applications must include the Grant Cover Page, the complete Proposal, and all required attachments, including budgets, **assembled as a grant packet. Separate envelopes for each packet not needed.**
- Use white 8½ x 11" paper for application and all attachments.
- Use an **easy-to-read** font type (Arial, Calibri, Segoe) at least 12 points and at least .7" margins.
- Please **number** all the pages of your application and attachments.
- Please **print on both sides** of the page if you have the capacity – save paper.
- Do not send us any items you want to have returned – we cannot return them.
- Send proposals by US first class or priority mail. **Hand-delivered proposals are accepted only if you speak with the director in advance** to arrange a delivery time.
- We cannot accept E-MAIL OR FAXED PROPOSALS at this time.
- All new applicants must contact us *before* submitting applications** to be sure your proposal falls within our Grant Guidelines. **Please contact our Executive Director, Gail Heylmun, at (208) 343-1744 or [gail@fundforidaho.org](mailto:gail@fundforidaho.org).** If you have any doubt, please call!

**DEADLINE:** Applications must be **POSTMARKED** by September 30, 2023.  
**Please do not waste money on overnight mail!**

**Mail completed proposals to: FUND FOR IDAHO, P.O. Box 769, Boise, ID 83701-0769**