

2019 Couch Family Foundation Community Grant Application

Couch Family Foundation

Introduction

The Couch Family Foundation is pleased to accept your organization's application.

Getting Started

- Please complete the following information, so we may learn more about organization and consider your request.
- Upon receipt of your application, you will receive a confirmation email.
- Foundation staff may reach out to you for more information or to request a site visit.
- Foundation Trustees meet quarterly, you will be notified, via email, once a decision has been made.

If the Grant is Approved

- You will receive a notification email.
- You will be mailed a check, and asked to sign and upload a grant agreement to the online portal.
- Site visits and communication with Foundation staff and trustees may be requested during the grant period.
- An online grant report will be required.

Please keep track of the length of time it takes to complete this application. You will be asked for feedback at the end of this form.

Organizations Using a Fiscal Sponsor

If your organization/project is not a 501(c)(3) tax exempt non-profit organization, *but is being sponsored* by a 501(c)(3) tax exempt non-profit organization (fiscal sponsor), you will need to provide the fiscal sponsor's financial information within the application (organizational budget)

and upload under the attachment section a signed fiscal sponsor agreement, along with copies of the fiscal sponsor's 990 and audited financial statement or CPA review.

Organizations using a fiscal sponsor **may not** request "Unrestricted support." Please select "Project support" and include the name of your organization/project within the project title.

Please note that after beginning the process, you will not be able to change your fiscal sponsor. If your fiscal sponsor changes, the process will start over from the beginning.

Grant Submission Dates

Below is the 2019 grants calendar.

Please note, if your organization currently has an award with the Foundation, and a report has been requested for the current grant, this report must be submitted at the **same time** as the new application.

If you have any questions about current reporting requirements or the timeline for submitting a new application, please contact your program officer.

Quarterly Application Deadline	Notification of Grant Awards
October 6, 2018- January 5, 2019	March 2019
January 6- April 5, 2019	June 2019
April 6-July 5, 2019	September 2019
July 6-October 5, 2019	December 2019

GuideStar

You may use your GuideStar profile to help populate your application form. To do so, click the "Copy GuideStar Profile" button in the top right corner of your screen. Once the response fields have been populated, you can edit them within this application.

If you would like to learn more about the benefits of keeping your non-profit's *GuideStar* profile up-to-date, please use this link.

<http://www.guidestar.org/rxb/products/resources/guidestar-profiles-for-grant-applications.aspx>

Additional Information, Suggestions, & Tips

- You may print a list of the application question using the icon at the top right of the screen.
- You do not need to complete this application in one session. *At the bottom of the screen is an option to "Save Application".*
- If you have previously applied for funding, you may choose the "**Copy Previous Answers**" button at the top of the screen to populate the fields from a previous application, and update as necessary.
- If you leave out required application information, the system will not allow you to submit without completing the missing section(s). You must then select "**Update**" and then "**Submit Application**" to finish the submission process.
- Please note, a final funding decision involves the Foundation reviewing a description of your proposed project along with your organization's financial position.
- Application submissions will be confirmed by receipt of an email in your inbox.
- You do not need to send a hard copy of this application via postal mail.

Questions??

Please contact info@couchfoundation.org, if you would like to discuss prospective proposal ideas or need assistance in the application process.

If you have any questions regarding this online application process, please contact grants manager, Paula Lentoni at plentoni@mottphilanthropic.com

Organizational Information Review/Update

Before beginning this application, please review and update your organization's address and contact information on the "*Applicant Dashboard*".

Thank you.

Organizational Information

I have reviewed and updated, if necessary, my organization's information listed on the "Applicant Dashboard".

(name, address, telephone number, contact information)

Choices

Reviewed- No Updates Needed

Reviewed- New Information Provided

Are you using a Fiscal Sponsor?*

If your organization/project is not a 501(c)(3) tax exempt non-profit organization, but is being sponsored by a 501(c)(3) tax exempt non-profit organization, please select "Yes.

Please upload a signed agreement between your organization and the fiscal sponsor under the "Attachments" page.

Choices

Yes

No

Fiscal Sponsor Information

If you answered "Yes" to the question above, please enter the following contact information for the fiscal sponsor:

- Name of contact person, job title, and email address
- Legal name of organization
- Postal address and telephone number

If the grant is awarded, this is where all documents and checks will be (e)mailed.

Character Limit: 1000

Alternate Address

If you are part of a larger institution, such as a hospital or university, please provide an address that will ensure documents and payments are deliverable.

Character Limit: 500

Organization Information

Please provide information about your organization below.

If you have previously applied for funding, you may choose the "**Copy Previous Answers**" button at the top of the screen to populate the fields from a previous application, and update as necessary.

Mission Statement*

Please share your organization's mission.

If you selected the "Copy GuideStar Profile" icon, this section will be pre-populated with your organization's mission as provided on the GuideStar website.

This information may be edited as needed.

If you do not have a GuideStar profile, please enter your organization's mission statement below.

Character Limit: 3000

Year Organization was Founded*

Character Limit: 250

Organizational Overview*

Please provide a brief description of your organization, the history of the organization, and the nature of its work.

Character Limit: 4000

If you are using a fiscal sponsor, please provide the sponsor's information related to the following questions:

- Fiscal Year End Date
- Total Organizational Budget for FY2017-2019

All other responses should be relevant to your organization/project.

Fiscal Year End Date*

Please enter the end date for your organization's fiscal year.

Character Limit: 10

Please provide your organization's budget (**total expenses**) for the following fiscal years.
Please use **actuals** for past years.

Total Organizational Budget for FY2017*

Please include commas (ex. \$1,000,000).

Character Limit: 20

Total Organizational Budget for FY2018*

Please include commas (ex. \$1,000,000).

Please enter the organizations anticipated budget.

Character Limit: 20

Total Organizational Budget for FY19*

Please include commas (ex. \$1,000,000)

Please enter the organization's anticipated budget.

Character Limit: 20

Organization's Top Five Funders*

Using the format below, please enter your organization's top 5 funders and the amount received for the past 12 months.

(ex. 1. ABC Foundation \$500,000)

Character Limit: 500

Number of People Served*

Please provide the number of participants that your organization served this past year.

Character Limit: 10

Request Information

Request Type

Please select the type of support you are requesting.

Choices

Unrestricted Support

Project Support

Capital Support

Event Sponsorship

Endowment/Scholarship Support

Project Title*

If you are requesting **unrestricted support**, please enter "*Unrestricted*" as the Project Title.

If you are requesting **project funding or capital support**, please enter the *name of the project* in the Project Title.

(Please note, below you will be asked to answer additional questions regarding this project.)

If you are requesting **sponsorship support**, please *include the name of the event and the date in the Project Title. (Example: ABC Golf Fundraiser- June 15, 2019)*

If you are requesting **scholarship or endowment support**, please *include the name of the fund in the Project Title.*

Character Limit: 100

Grant Request Amount*

The median grant amount for project or unrestricted funding for a first-time grantee is typically \$5,000.

Character Limit: 20

Grant Length

Please enter the length of this grant request in months.

12, 24, or 36 months.

Character Limit: 10

Additional Funding Needs

Are there any other organizational funding needs you would like to share with the Foundation?

Character Limit: 3000

Grant Demographics*

Please describe the demographics of your target population as they relate to your organization and/or project, including the strategies /networks you will use to engage the target population.

Character Limit: 3000

Community Impact*

Please share with the Foundation the community impact you anticipate will result from this funding.

Character Limit: 3000

Grant Recognition*

How will the Couch Family Foundation will be recognized for this award, if applicable.

Character Limit: 1000

Project Funding

Project Funding

If you are applying for project funding please respond to these questions.

Project Type

If you are requesting project funding, please tell us if this a new project within your organization, an existing project, or expansion of an existing project?

Choices

New Project
Existing Project
Expansion of an Existing Project

Project Summary

Please provide a brief 2 sentence project summary.

Character Limit: 1000

Project Description

Please provide a detailed description of the project.

(You may also upload additional information under the attachments section.)

Character Limit: 5000

Project Budget Instructions

Single Year of Funding Requests: If you are requesting 12 months of funding, please complete the *Project Budget (Year One)* and *Total Project Budget* fields with the same figure.

Multi-Year Funding Requests: If you are requesting 24 or 36 months of funding, please complete the *Project Budget (Year One)*, *(Year Two)* and/or *(Year Three)* fields, and the *Total Project Budget* fields.

Additionally, we request you upload a breakdown of the project budget for **each** year requested.

Project Budget (Year One)

Please enter the project budget for a 12 month funding request, or the first year of a multi-year funding request.

Character Limit: 20

Project Budget (Year Two)

If you are applying for a 24 or 36 month grant, please provide this figure.

Character Limit: 20

Project Budget (Year Three)

If you are applying for a 36 month grant, please provide this figure.

Character Limit: 20

Project Budget (Total)

Please enter the total project budget.

*Please note, the budget figure here, **must match** the figures in your Project Budget attachment.*

Character Limit: 20

Project Budget Template

Please submit a project budget that includes both expenses and revenues. Personnel expenses should describe each position funded and the full-time equivalent (FTE) allocated to the project. Revenues should describe secured and anticipated sources as well as any prospects; revenues should name specific foundations from which funding is secured and sought. A budget narrative that provides a more detailed description of budget lines should accompany the budget. This information may be uploaded together or individually.

*For your convenience, this application includes a **Project Budget Template** that you may use to capture your project budget. However, the Template is not required, and you may use a format of your own choosing as long as it captures the information requested above.*

Project Budget Template

Character Limit: 2000

Project Budget- Upload

Please **upload** a copy of the project budget.

Please note, the figure in this document must match the figure above.

File Size Limit: 2 MB

Project Funding from other Sources

If you are seeking project support, please identify other sources from whom you are requesting with the request amount, and the status of that request (prospect, requested, confirmed).

Example: ABC Foundation, requested \$25,000

XYZ Foundation, confirmed \$10,000

Please enter N/A, if you are not seeking any other funding sources.

Character Limit: 1000

Project Goals, Activities, Outcomes, and Evaluation

Project Goals

A **goal** is a broad statement that answers the question, "What does your project hope to accomplish?"

Goals are typically general, conceptual, and abstract, and include visionary words such as create, develop, expand, increase, offer, promote, provide, serve, and strengthen.

Character Limit: 3000

Project Activities

An **activity** demonstrates, "What steps will be undertaken to accomplish a particular goal?"

Activities tend to be tangible, specific, concrete, and measurable.

Character Limit: 3000

Projected Outcomes

A projected **outcome** is the anticipated result or consequence that will occur through the achievements of the objectives.

Character Limit: 3000

Evaluation Strategy

An **evaluation strategy** will outline measures and mechanisms that will determine whether a goal is achieved, including specific data and how it will be collected.

Character Limit: 3000

Capital Support

Capital Project Description*

Please provide a detailed description of your capital project including funding goal, timeline, purpose of the capital project.

You may upload any supporting documents for your project here.

Character Limit: 5000 | File Size Limit: 4 MB

Project Funding from other Sources*

Please identify other sources from whom you are requesting with the request amount and status of that request (prospect, requested, confirmed).

Character Limit: 1500

Event Sponsorship

Event Sponsorship Information

If you are seeking event sponsorship from the Couch Family Foundation, please list any deadlines related to this request.

(e.g., acknowledgement publication, fundraising deadline, etc.)

If applicable, upload any sponsorship documentation to be completed by the Foundation.

Character Limit: 2000 | File Size Limit: 2 MB

Feedback

In our continued efforts to improve our application process, please respond to the questions below.

Application Time*

How long did it take to complete this application?

(Ex. 4.5= 4 hours, 30 minutes.)

Character Limit: 25

Application Feedback

*We would appreciate you sharing **any** feedback (good or bad) you have regarding the online application process.*

Please use the space below.

Character Limit: 500

Attachments

Required Attachments

1. Board of Director List*

Please provide a list of your organization's board of directors.

You may include the information below, or upload a file of the requested information.

Character Limit: 4000 | File Size Limit: 3 MB

2. Total Organizational Operating Budget*

Please upload a copy of your organization's budget (or fiscal sponsor's) for the current fiscal year including income (sources and amounts) and expenditures.

File Size Limit: 4 MB

If available or applicable, please upload either of the following attachments.

Audited Financial Statement/ CPA Review

If available, please upload your organization's (or fiscal sponsor's) audited financial statement or CPA review for your most recently completed fiscal year.*

**Including the Management and Internal Controls Letter, Notes Disclosure and Required Communication to those Charged with Governance*

File Size Limit: 4 MB

Fiscal Sponsor Agreement

If your organization is working through a fiscal sponsor, please upload a signed fiscal sponsor agreement.

File Size Limit: 4 MB

Additional Information

If you have any additional information you would like to share with the Foundation, please upload it here.

File Size Limit: 5 MB