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**Healthy People Healthy Places**

**Application Questions**

Please feel free to write a short response to the grant application questions. We do not need long responses to each question. We have suggested lengths of responses to encourage brevity, but we have not set word limits because we recognize these can end up creating more work for applicants. If we need additional clarification regarding any of our questions we will reach out.

We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.

\* = Required for submission

**Organization or Collaborative Narrative Questions:**

The following questions pertain to the applicant organization or collaborative, not the fiscal sponsor (if applicable).

**\*Mission**: Please provide your organization or collaborative’s mission statement.

**Organization or Collaborative Update**: Please provide a basic overview of your organization or collaborative's work and share any significant changes in the leadership, mission, finances or programming of your organization or collaborative. If you have an active grant from the Sewall Foundation, feel free to provide any updates about the work that was funded. 1-2 paragraphs suggested.

**Leadership Demographics:**

On this page we are asking for you to share demographic information about your organization's leadership, specifically about your board of directors and the head of your organization. These questions are completely optional, and will not impact your organization's eligibility for funding. To learn more about why we are collecting this information and how we will use it, please review the demographics page we've added to our website.

In our research we found many formats and versions of demographic questions to ask. We have decided to follow Guidestar/Candid's model for demographic data collection because it was created specifically for the nonprofit sector in concert with the D5 Coalition, CHANGE Philanthropy and Equity in the Center. We acknowledge that there are other important demographic categories that are not included here as we try to balance what we are asking of applicants with the very real impacts on time for applicants to collect this information.

At the bottom of this page in the application, we have created a text field where we welcome any additional information you may want to share, as well as comments and suggestions.

**Request Narrative Questions:**

The following questions pertain to the work for which you seek funding. If applying for Operating Support, please consider your organization or collaborative's full body of work and mission when answering the questions. If applying for Project Support or Capital Support, please answer the questions about that specific work.

**\*Short Description**: Please provide 1-2 sentences that describe your request. *Why we ask this question: We use this description for internal sharing among our staff, and in communications with our board. If awarded a grant, we may also use this in our national philanthropic reporting and our communications.*

**\*Proposed Activities**: Please share a brief summary of your proposed activities. This could include the work for which funds are requested, the goals of your work, the ways that you work in collaboration and organizations that you are collaborating with, and ways that you see alignment between your work and the priorities of the focus area to which you are applying. If this is a collaborative grant, please let us know if it is a planning grant or implementation grant. You can write as little as 1-2 paragraphs or a bit more if you choose. We encourage you to write a short response to this question. If we need additional clarification, we will reach out. Please feel free to cut & paste from other applications.

*Why we ask this question: This is an opportunity for us to learn more about the work that you are doing and how you work together with others.*

**\*Use of Funds & Budget Narrative**: Please share any information about the funds you are requesting and how you intend to use them. If you are requesting support for a collaborative effort, please provide a brief summary of how funding will be distributed among partners or projects, if applicable. If you are requesting general operating support, you don’t need to be specific about exactly where funds will be used, but you can provide some information about what areas of your organization these funds will support. 1-2 paragraphs suggested. *Why we ask this question: Your response helps us understand how you intend to use funds, the needs of your organization, and if you are applying as a collaborative, how you intend to share the funds.*

**Financial Information Attachments**

You will have the opportunity to upload the following documents on the “Financial Information” page of the application. Click the “Select File” button to select your document, then click “Open” to attach it to your application.

**\*Financial Statements**: We recognize that organizations are at various stages of growth and development and have different financial systems in place. Financial documents you could provide are a statement of activities (also called a profit & loss or income & expense) and a balance sheet (also called a statement of financial position) or you can provide your full audited financials (if available). These documents should be for the previous fiscal year or if you are a start-up organization and don’t have a full year of financials, you can provide financials for whatever time you have been in existence.

You can submit your information in a format that you already use. We do not have a template you must follow. Please do not submit IRS Form 990.

*Why we ask for this? Financial statements help us understand how your organization or collaborative allocated its financial resources and provides a picture of your financial health and needs. They can also help us assess if there are additional resources we can connect you with.*

**Financial Statements Narrative**: If you would like to include a narrative to clarify any aspects of your Financial Statements, feel free to do so.

**\*Budget**: For project requests, please attach a detailed project budget, listing major expense categories and sources of revenue (in hand, pledged, and sought). For operating support requests, please provide your operating budget, including income and expenses, for the year in which funds will be used.