

# 2018 Cycle 1 Online

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## *Opportunity Fund*

### *Executive Summary*

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#### **Grant Request Name\***

*Character Limit: 150*

#### **Amount Sought from the Opportunity Fund**

If you need to update this amount, please contact us.

*Character Limit: 20*

#### **Type of Support\***

Are you applying to support a program/project, general operating, or capital campaign?

*This is the answer you provided in your Letter of Inquiry (LOI).*

#### **Choices**

Program/Project Support

General Operating Support

Capital Campaign

#### **Summary of Request\***

This is the 1-2 sentence summary you wrote in the LOI.

*Character Limit: 350*

### *Organization*

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*Answers to the next four questions can be downloaded from Guidestar using the "Copy Guidestar Profile" button at the top of the form if your Guidestar Profile is up to date. For more information on Guidestar profiles and to start updating your profile, [click here](#).*

#### **Mission Statement\***

Type your organization's mission statement here.

*If you are serving as a fiscal sponsor, type "FISCAL SPONSOR" and then your organization's mission statement here.*

*Character Limit: 600*

#### **Year Founded\***

*Character Limit: 4*

**Total Revenue\***

What was your total actual revenue for LAST fiscal year?

*Character Limit: 20*

**Total Expenses\***

What were your total actual expenses for LAST fiscal year?

*Character Limit: 20*

**Operating Budget\***

What is your total operating budget for the CURRENT fiscal year? *Note: This is usually the total expenses in your current operating budget.*

*Character Limit: 20*

**Financial Statements\***

Please provide your most recent audited financial statements.

If you do not have an audited financial statement, please provide a statement of the most recent fiscal year's actual income and expense.

*File Size Limit: 10 MB*

**If your organization does not have any financial statements, please contact Tiffany Wilhelm at [twilhelm@theopportunityfund.org](mailto:twilhelm@theopportunityfund.org).**

## *Fiscal Sponsor*

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**Skip this section if you are not acting as a fiscal sponsor in this application.**

**Otherwise, please answer every question in this section about the organization you are sponsoring.**

**More information on best practices for fiscal sponsorship.**

**Sponsored Group: Name**

What is the name of the organization or group being sponsored?

*Character Limit: 60*

**Sponsored Organization: Year Founded**

*Character Limit: 4*

**Sponsored Organization: Operating Budget**

Please provide the current year's operating budget for the sponsored group - or the most recent number available.

*Character Limit: 20*

## Sponsored Organization: Structure

Briefly describe the organizational structure of the sponsored group. What type of staff/member/volunteer team is in place?

*Character Limit: 1000*

## Fiscal Sponsor Agreement

Please submit the written sponsorship agreement that you have executed with the sponsored group. It should be dated and signed by both parties.

*File Size Limit: 2 MB*

## Category

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### Funding category

Which category best fits your grant request?

*This is the answer you provided in your LOI.*

#### Choices

Arts

Social & Economic Justice

### Subcategory: Arts\*

If "Arts" was your primary category, which form best categorizes your work?

*Leave blank if "Social & Economic Justice" was your primary category.*

#### Choices

DANCE

MUSIC: Classical Chamber

MUSIC: Jazz

MUSIC: Other

THEATRE

VISUAL ART

VISUAL ART: Craft

Other

### Subcategory: Social & Economic Justice\*

If "Social & Economic Justice" was your primary category, which form best classifies your work?

*Leave blank if "Arts" was your primary category.*

#### Choices

CIVIL LIBERTIES

CIVIL RIGHTS: African Americans

CIVIL RIGHTS: LGBTQ+ people

CIVIL RIGHTS: Other

HUMAN RIGHTS

REPRODUCTIVE FREEDOM

SAFETY NET RESOURCES: Economic Aid  
 SAFETY NET RESOURCES: Healthcare  
 SAFETY NET RESOURCES: Social Services  
 SAFETY NET RESOURCES: Tangible Aid  
 SAFETY NET RESOURCES: Transportation  
 Other

## Multiple Categories?

Your work may intersect between multiple categories. Check all boxes that reflect a core purpose of your work, related to this request.

*NOTE: No special preference is given based on the number of boxes checked, if any at all.*

### Choices

CIVIL LIBERTIES  
 CIVIL RIGHTS: African Americans (including racial equity/justice)  
 CIVIL RIGHTS: LGBTQ+ people  
 CIVIL RIGHTS: Other  
 HUMAN RIGHTS  
 REPRODUCTIVE FREEDOM  
 SAFETY NET RESOURCES: Economic Independence  
 SAFETY NET RESOURCES: Healthcare  
 SAFETY NET RESOURCES: Social Services  
 SAFETY NET RESOURCES: Tangible Aid  
 SAFETY NET RESOURCES: Transportation  
 DANCE  
 MUSIC: Classical Chamber  
 MUSIC: Jazz  
 MUSIC: Other  
 THEATRE  
 VISUAL ART  
 VISUAL ART: CRAFT  
 Other

## Purpose of Request

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### Start Date\*

Make this date as precise as possible. We strongly recommend that your activities begin after the award notification date for this cycle.

*Character Limit: 10*

### End Date\*

Make this date as precise as possible. A final report will be due 30 days after this date.

*Character Limit: 10*

## Overview of Grant Request\*

This is the overview you wrote in your LOI that explains what your organization proposes to do with this grant money, and why it is important.

*If necessary, you may recycle some of this language to answer the questions below.*

*Character Limit: 3500*

**The following questions build upon those asked in the LOI. Please go into further detail.**

## Goals & Outcomes\*

Please state your goals (broad statements of what you wish to accomplish).

**If applying to support a project/program:** List the goals of the specific project/program for which you are applying, and which this grant money would support (as opposed to the overall goals of your organization).

**If applying for general operating support:** List the goals for your organization's primary programs or the goals defined in your strategic plan.

*Note: You will be able to share your measurable outcomes in the "Evaluation" section below.*

*Character Limit: 2000*

## Design\*

Describe what you will do including the activities, strategies, staffing, partners, and timelines as appropriate for the project, program, or organization. Explain how this design will enable you reach your goals.

*If requesting project or program support, state whether it is new or continuing.*

*If requesting general operating support, specify how these funds would impact your current activities, strategies, and staffing to achieve greater impact and/or organizational health.*

*Character Limit: 4000*

## Sustainability

OPTIONAL: If the request is a pilot project, a new program, or a capital campaign, please share your plans for financing at the end of this grant period. List potential new funding sources or strategies that you are developing.

**NOTE:** You will have the opportunity to list current sources of funding below, in the "Budget" section.

*Character Limit: 1200*

## Other relevant information?

OPTIONAL: If there is any other relevant information you'd like to share, please upload here.

*File Size Limit: 6 MB*

## For ARTS Funding

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**Only fill out this section if you chose "Arts" as your primary funding category.**

**Skip this section if you chose "Social & Economic Justice."**

### Samples of Work

REQUIRED: One or more samples of your past work (video, audio, or image) using the text box, upload button, and/or link spaces below.

*Character Limit: 1500 | File Size Limit: 3 MB*

#### Link #1

OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

*Character Limit: 2000*

#### Link #2

OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

*Character Limit: 2000*

#### Link #3

OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

*Character Limit: 2000*

## For SOCIAL & ECONOMIC JUSTICE Funding

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**Only fill out this section if you chose "Social & Economic Justice" as your primary funding category.**

**Skip this section if you chose "Arts."**

### Problem & Need

Identify the problem to be addressed and the needs to be met by the project/program/organization. Provide supporting data.

*Character Limit: 2500*

## People Most Impacted

How are the people most impacted by the problem you are addressing actively providing leadership and direction for your work?

*Character Limit: 1500*

## Root Causes

OPTIONAL: Does your work address root causes, systems change, and/or underlying power dynamics of the identified issues? If so, how?

*Character Limit: 1500*

## Community Served

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### Community Served\*

Please provide a demographic breakdown of who this project will serve. *Consider breaking down demographics by race, gender, disability status, sexual orientation, income level, immigration status, religion, etc - whatever is of primary relevance to this request. (In other words, we do not expect you to have information about all categories.)*

Provide a brief description of how you know. *(In other words, how do you collect information about your constituents?)*

*Character Limit: 1500*

### Equity, Access, and Inclusion

Is your organization actively working (internally and/or externally) toward greater equity and inclusion for people of color, LGBTQIA+ folks, people with disabilities, women, trans\*, gender non-binary people, and/or any other groups that are primary to your organization?

*This could include staff/board education, revising policies and practices, adjusting programming, changing wage structures, forming committees, sharing power and decision making, choosing accessible venues, creating an inclusive organization culture, among many other actions. Tell us a little about that work over the last year.*

- For some applicants, this may be so central to your work and who you are that nothing in addition to your responses above is needed. Please skip this question.*
- Other applicants may have questions about how to begin. Please contact Tiffany Wilhelm at [twilhelm@theopportunityfund.org](mailto:twilhelm@theopportunityfund.org).*

*Character Limit: 1500*

## Budget

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### Total Budget\*

What is the total budget for this project/program/organization?

*NOTE: This number may likely be different than the "Amount Sought from the Opportunity Fund" question, asked above.*

*Character Limit: 20*

### Other Funding Sources\*

List all sources (such as specific foundations, corporations, government agencies, and other funding sources) from which assistance is being sought, or has already been awarded, for this specific project, program, or organization.

Please indicate the amount for all sources and secured funding with an \*. *Example: Funder Name (\$\_\_\_\_.\_\_\_\_)\**

*NOTE: Please list these sources without narrative. Narrative can be provided in next answer.*

*Character Limit: 750*

### Itemized Budget\*

An itemized budget showing total income and expenses for the project/program/organization. For projects or programs, please indicate which expenses are being requested from the Opportunity Fund.

Please explain if there have been any large variances from previous years' budgets. (Examples: new major costs, significant increases or decreases in budgets, etc.)

*Use any format you choose, as long as the information is detailed and clear. Type or upload. Click here to view a sample template from the Common Grant Application.*

*Character Limit: 8000 | File Size Limit: 3 MB*

## Evaluation

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**Final evaluation reports will be required for every grant awarded. It is important to design your evaluation process at the outset, and to collect data from the beginning of the project or program.**

### Anticipated # of people served\*

Including audience members, participants, beneficiaries of services, etc.

*Character Limit: 11*



### **How will you measure your success?\***

Reflecting upon the goals you listed above, outline specific outcomes or metrics you have set to measure and assess the success/results of this proposal.

Also, explain how you will measure *quantitative outcomes/metrics* (for example, establishing a certain number of new community-based partnerships) and *qualitative outcomes/metrics* (for example, producing a play that challenges audience members to acknowledge their own implicit racism).

*Character Limit: 1500*

## *Board, Leadership, Staff*

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### **Board Roster\***

Please provide a board roster, including board members' professional affiliation.

*Character Limit: 2000 | File Size Limit: 1 MB*

### **Board, Leadership, and Staff Demographics**

What is the breakdown of the board, leader(s), and staff by race, gender, and any other identity categories that are primary to your organization? *Some organizations may not have details on your entire staff; fiscally sponsored projects may not have a board; please provide any information that you have available. Whenever possible, please gather and share information about how people publicly self-identify.*

*Character Limit: 750*