

2018 Cycle 1 Online

Opportunity Fund

Executive Summary

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: 300

Organization

Answers to the next four questions can be downloaded from Guidestar using the "Copy Guide star 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.

Fiscal Sponsor

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

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: Letter of Involvement

As fiscal sponsor, you must submit a letter explaining your involvement with the sponsored group and your willingness to administer any grant funds. The letter should include the "Grant Request Name" [see above] and be dated and signed.

File Size Limit: 2 MB

Category

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

Start Date*

Make this date as precise as possible.

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*

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

If applying for general operating support: List the specific goals and objectives of your organization's primary programs.

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 and desired outcomes.

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 this is a pilot project, a new long-term program, or a capital campaign, specify 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

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

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

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.*

Character Limit: 1500

Budget

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

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 and outcomes you listed above [see "Goals & Outcomes of Project/Program"], outline specific metrics you have set to measure and assess the success of this proposal.

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

Character Limit: 1500

Board, Leadership, Staff

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 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 self-identify.*

Character Limit: 750