Executive Summary

Please note: the Opportunity Fund engages community panelists to review applications and make recommendations to the board. Please include information throughout your application for people who may not have prior knowledge about your work.

Grant Request Name
*Character Limit: 150

Amount Sought from the Opportunity Fund
*Character Limit: 20

Type of Support
This answer is from the Letter of Inquiry (LOI). Please let us know if you need to update the type of support.

Choices
- General Operating Support
- Program/Project Support
- Capital Campaign

Summary of Request
*This is the 1-2 sentence summary from the LOI. You may edit as needed.
*Character Limit: 400

Preferred Method of Communication
How would you like to be contacted if we have questions about your application? (phone, email, text, other...)
*Character Limit: 150

Organization
Answers to several questions in this section 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: 1000*

**Year Founded**
*Character Limit: 4*

**Context/Background Information**
(Optional) Share any background information about the organization or group that would provide relevant context as we learn about this specific request. (This is the response from the LOI that you may edit as needed.)

*Recommended Character Count: up to 1,500*

*Character Limit: 3000*

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**Tip for the following financial questions:**
Fiscal year: the twelve-month period that an organization uses for financial budgeting, reporting, taxes, etc. that does not necessarily correspond to the calendar year beginning on January 1st.

**Total Revenue**
What was the organization's total actual revenue for LAST fiscal year?

NOTE FOR FISCAL SPONSORS: This should be the fiscally-sponsored group's total revenue for last year. If not applicable, enter $0.  
*Character Limit: 20*

**Total Expenses**
What were the organization's total actual expenses for LAST fiscal year?

NOTE FOR FISCAL SPONSORS: This should be the fiscally-sponsored group's total expenses for last year. If not applicable, enter $0.  
*Character Limit: 20*

**Audit or Financial Statement**
Please upload your most recent audited financial statements. (Fiscal sponsors: this should be your organization's audit.)

If you do not have an audit, please upload a statement of the most recent fiscal year's *actual* income and expense. (This statement is sometimes called a “Profit and Loss Statement.”)
NOTES: (1) Each state specifies requirements for nonprofits in regard to audits. You can look up a summary of your state’s law here. (2) If your audit file is larger than the allowable upload size, please email the attachment to twilhelm@theopportunityfund.org.

*File Size Limit: 4 MB

**Current Operating Budget**

Please upload an operating budget (single-page preferred) for the full organization for the current fiscal year, including income and expenses. Preferred format includes a column for last year’s actuals next to a column for the current year budget.

NOTE FOR FISCAL SPONSORS: This should be the fiscally-sponsored group’s budget. If the group doesn’t have an annual operating budget, contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.

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

*Character Limit: 1000 | File Size Limit: 2 MB

If your organization does not have any financial statements, please contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.

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**Fiscal Sponsor (if applicable, otherwise skip)**

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: 150

**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

Fee for Fiscal Sponsorship
Percentage fee your organization charges for fiscal sponsorship services.

*Character Limit: 20

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

*File Size Limit: 2 MB

Purpose of Request
The following questions build upon those asked in the LOI.

Tips for request dates:

For General Operating Support Requests: If the award date for this cycle falls during the first half of your fiscal year, you may use the start of the current fiscal year. If the award date falls during the second half of your fiscal year, you should use the start of your next fiscal year.

For Project/Program Requests: We strongly recommend that program/project requests have a start date after the award notification date for this cycle.

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 from the LOI that explains what your organization (or the fiscally-sponsored group) proposes to do with this grant money.

*If necessary, you may cut and paste some of this language to answer questions below.

*Recommended Character Count: up to 1,500
Character Limit: 3000

Goals*
These are the goals from the LOI.
Please review these goals. Are you (or the fiscally-sponsored group) likely to be able to accomplish--or make progress toward--these goals by the end of the grant period? If not, please edit the goals so they are achievable.

Recommended Character Count: up to 1,500
Character Limit: 3000

Design*
Describe what you will do. Include the activities, strategies, staffing, partners, and timelines as appropriate for the project, program, or organization.

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

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

Recommended Character Count: up to 3,500
Character Limit: 5000

Sustainability
OPTIONAL: If the request is a pilot project, a new program, or a capital campaign, please share the plans for funding 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.

Recommended Character Count: up to 1,000
Character Limit: 2000

Other relevant information?
OPTIONAL: If there is any other relevant information you’d like to share, please upload here.
File Size Limit: 6 MB

Arts (if applicable, otherwise skip)
If you chose “Arts” as your primary funding category, this section is mandatory.
If you chose “Social & Economic Justice” as your primary category, skip this section.
Samples of Work - Arts
One or more samples of past work (video, audio, or image) using the text box, upload button, and/or link spaces below. This may include articles, reviews, reports, etc. about the work. You can also use this text box to describe links below.
Character Limit: 1500 | File Size Limit: 3 MB

Link #1 - Arts
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.
Character Limit: 2000

Link #2 - Arts
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.
Character Limit: 2000

Link #3 - Arts
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.
Character Limit: 2000

Artist Bios
Please provide bios, websites, cvs, or resumes of the central or representative artist(s) (up to 5) involved in the work.
Recommended Character Count: up to 1,500
Character Limit: 3000 | File Size Limit: 2 MB

Social & Economic Justice (if applicable, otherwise skip)
If you chose “Social & Economic Justice” as your primary funding category, this section is mandatory.
If you chose “Arts” as your primary category, skip this section.

The Need
Describe the need this work is addressing. How are the people most impacted by this need providing leadership and direction for the work?

If applicable, describe how the work addresses root causes and/or systems change.

Recommended Character Count: up to 2,500
Character Limit: 4000
Samples of Work - SEJ
(Optional) If applicable, provide samples of past work (video, audio, image) using the text box below, upload button, and/or link spaces below.

Character Limit: 1500 | File Size Limit: 2 MB

Link #1 - SEJ
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

Character Limit: 2000

Link #2 - SEJ
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

Character Limit: 2000

Community Served

How do you define the primary geographic focus?
Is the focus on a neighborhood, suburb, county, state, region, nation, or is it global? Please specify.

Character Limit: 100

Anticipated # of people served*
Including audience members, participants, beneficiaries of services, etc.

Character Limit: 11

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, etc - any categories of primary relevance to this request. We do not expect you to have information about all categories. OPTIONAL: You can also add an explanation here for your "Anticipated # of people served."

Recommended Character Count: up to 1,500

Character Limit: 3000

Equity, Access, and Inclusion
Is the 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 the 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 previous answers is needed. Please skip this question.
- Other applicants may have questions about how to begin. Please contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.

Recommended Character Count: up to 2,000
Character Limit: 3000

**Budget**

**Request Budget Amount**
What is the total budget for this project/program/organization?

*NOTE: If applying for project/program support, this number may likely be more than the “Amount Sought from the Opportunity Fund” question, asked above.

Character Limit: 20

**Request Budget**
A budget (single-page preferred) showing a listing of income and expenses for the project/program/organization.

**NOTES:**
- **Format:** Use any format you choose, as long as the information has sufficient detail and is clear. Type or upload. Click here to view a sample template from the Common Grant Application.
- **If applying for General Operating Support:** submit your operating budget. The timeframe of the budget must match the project dates of the request. (You may submit the same budget you uploaded above if applicable.)
- **Questions?** If you have questions about your budget, contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.

Character Limit: 8000 | File Size Limit: 3 MB

**Other Funding Sources**
List all grant sources (such as specific foundations, corporations, government agencies) from which assistance is being sought, or has already been awarded, for this specific project/program or--if you are applying for general operating support--organization. The total amount of support listed here, along with this current request, should be equal to the total
grant-based income in the Request Budget.

Please indicate the amount for all sources and secured funding with an *. Example:
Funder Name $___.__*  
Funder Name $___.__

Character Limit: 1000

**Evaluation**

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

**Assessment**

We acknowledge that the people reviewing your application are likely to have gaps in understanding or knowledge about the context for your work. Please provide your own definitions of excellence and/or impact, how you measure them, and any other information you think would be important for the panelists to have to fairly assess your application. Please be as specific as possible.

(This question was adapted from language created by colleagues Quita Sullivan, Meena Malik, and Derek Schwartz at New England Foundation for the Arts. We send them our gratitude.)

Recommended Character Count: up to 2,000  
Character Limit: 3000

**Board, Leadership, Staff**

**Board Roster**

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

NOTE: Fiscal sponsors, this should be your organization's board list since most fiscally-sponsored groups do not have a board.

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 the 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 about the leadership team. Whenever possible, please gather information about how people publicly self-identify.
Recommended Character Count: up to 1,500
Character Limit: 2500

(OPTIONAL) Feedback for Opportunity Fund

(OPTIONAL) Time Spent on this Application
Approximately how much time did it take to complete this application? If more than one person worked on this application, consider each person's time individually and add the hours to choose an answer below.

Choices
up to 5 hours
5-10 hours
10-15 hours
15-20 hours
20-25 hours
more than 25 hours

(OPTIONAL) Comments for Opportunity Fund
This question, and the one, above help the Opportunity Fund assess and improve our application process. You are welcome to share any additional comments or suggestions for the Opportunity Fund here.

Character Limit: 2000