

# Z. Smith Reynolds

## F O U N D A T I O N

147 South Cherry Street, Suite 200 ♦ Winston-Salem, North Carolina 27101-5287

### **SMALL GRANT APPLICATION: Project Support**

#### **INTRODUCTION**

The Z. Smith Reynolds Foundation began a new Small Grants Process in 2009. This process applies to grant applicants requesting up to \$35,000 per year for up to 2 years. The purpose of this process is to ensure that nonprofits receiving relatively smaller grants do not expend disproportionate effort and resources applying for a grant relative to the funding that they receive.

The Z. Smith Reynolds Foundation values the immense contributions made by small and grassroots organizations in North Carolina, often on very limited budgets. It is our hope that this process enables organizations to improve the lives of North Carolinians and to interact with the Foundation as partners in a more productive way.

In this application, you will be asked to provide:

- 1) Basic information about your organization
- 2) Amount you are requesting
- 3) Financial information including budgets (both actual and projected)

To describe your organization's work, you will be asked to complete a template listing:

- 1) Up to THREE project RESULTS
- 2) ACTIVITIES performed by your organization to achieve those results
- 3) INDICATORS of your progress and success on those results

At the end of the application, you will have up to 400 words to add any information you have not had the chance to include.

**[ORGANIZATION NAME]**  
**Small Grant - Project Title:**  
**Request Amount:**

**ORGANIZATION PROFILE**

**Name of Organization:**

(Exactly as it appears on your federal tax-exemption certification under section 501(c)3 of the IRS code)

AKA:

Mailing address:

County:

Website:

Telephone:

Fax:

Chief Executive Officer (CEO):

Title:

CEO Telephone:

CEO Email Address:

Date of Incorporation:

State of Incorporation:

Federal ID#:

Fiscal year:

***Primary Contact person to whom all communication regarding this application should be directed:***

Name:

Title:

Mailing Address (if different from above):

Primary Contact Cell Phone:

Primary Contact E-mail:

Is your organization's primary location out of state?

List the physical address of your organization's primary NC office:

Mission: Please state your organization's mission. (150 word limit)

List your organization status. For example, public charity-and organization described in section 509(a)(1), (2), or (3).

Is your organization a supporting organization?

If so, choose the type of organization.

Which of the following best describes the focus of your proposal?

## **STAFF AND GOVERNING BOARD**

**Number of Staff Members: Total** (Part-time: \_\_\_ Full-time: \_\_\_)

(If governmental unit or college/university, list only staff related to the project)

### **Total Number of Members on Governing Board:**

Please indicate the **number**:

Male:

Female:

White/Caucasian:

Non-White/Non-Caucasian:

Please indicate the **percentage**:

Male:

Female:

White/Caucasian:

Non-White/Non-Caucasian:

What is the demographic composition of the geographic area in which the work for which you seek funds will be performed? (Note: As a source, ZSR recommends U.S. Census Quickfacts at <http://quickfacts.census.gov/qfd/states/37000.html>)

Please enter the **percentage** as a numerical value (between 0 to 100) of each race or ethnic group listed below so that the total equals 100:

African-American:

Hispanic/Latino:

Native American:

White/Caucasian:

Other:

**Total** Non-White/Non-Caucasian (from above):

The Foundation actively seeks to promote access, equity, and inclusiveness and to discourage discrimination based on race, ethnicity, gender, age, sexual orientation, socio-economic status, and other factors that deny the essential humanity of all people. If the racial and/or gender make up of your organization's Board is not representative of the demographics in the area served, please explain if and how the organization plans to address this circumstance. (150 word limit)

## REQUEST

Short project title (20 word limit):

Projection description (250 word limit):

Has your organization ever received funding through the Small Grants Process\*?

*\*Note: The Small Grants Process began in January 2009*

Your organization is eligible to apply for either a one-year or a two-year grant for up to \$35,000 *each year* (\$70,000 total maximum per application) through this process. If you wish to apply for a larger grant, you should complete the [strategic grant application](#).

Total amount being requested: \$

Year 1: \$

Year 2 (if any): \$

Duration of grant (number of months):

Period for which funds are being requested (grants cannot be used to cover expenses incurred prior to the grant award date):

Region of state in which your organization is located:

Geographic area in which work will take place:

If single-county or multi-county, please list the county or counties in which your organization will work (99 word limit):

**In the following section, you will describe:**

Your project RESULTS (what the organization hopes to achieve to improve lives, ensure justice, advocate for better public policies, conserve the environment, etc.).

You may describe up to THREE project RESULTS. You do not need to enter text in each box-only use as many boxes as needed.

Because you are limited by space and the number of boxes, please emphasize your most significant desired RESULTS, indicators of SUCCESS, and ACTIVITIES to achieve each result.

<b>Result</b>	<b>Activities</b>	<b>Indicators</b>
<p>Result #1</p> <p>Who or what will change if the project is successful? In what way will they/it be different? Results should be achievable within four years. (60 word limit)</p>	<p>Result #1</p> <p>Activities to achieve the result (up to three) activities during the grant period that are expected to lead to progress on result #1. Please be as specific as possible. (80 word limit per activity)</p>	<p>Result #1</p> <p>Indicators of success (up to two) explain how you will know you have achieved or made progress on result #1. Indicators show that you achieved or made progress on this result, not that you completed the activities you will describe below. (80 word limit per indicator)</p>
	<p>Result Activity #1B</p>	<p>Result Indicator #1B</p>

<p><b>Result #2</b></p> <p>Who or what will change if the project is successful? In what way will they/it be different? Results should be achievable within four years. (60 word limit)</p>	<p><b>Result #2</b></p> <p>Activities to achieve the result (up to three) activities during the grant period that are expected to lead to progress on result #2. Please be as specific as possible. (80 word limit per activity)</p>	<p><b>Result #2</b></p> <p>Indicators of success (up to two) explain how you will know you have achieved or made progress on result #2. Indicators show that you achieved or made progress on this result, not that you completed the activities you will describe below. (80 word limit per indicator)</p>
	<p><b>Result Activity #2B</b></p>	<p><b>Result Indicator #2B</b></p>

<p><b>Result #3</b></p> <p>Who or what will change if the project is successful? In what way will they/it be different? Results should be achievable within four years. (60 word limit)</p>	<p><b>Result #3</b></p> <p>Activities to achieve the result (up to three) activities during the grant period that are expected to lead to progress on result #2. Please be as specific as possible. (80 word limit per activity)</p>	<p><b>Result #3</b></p> <p>Indicators of success (up to two) explain how you will know you have achieved or made progress on result #2. Indicators show that you achieved or made progress on this result, not that you completed the activities you will describe below. (80 word limit per indicator)</p>
	<p><b>Result Activity #3B</b></p>	<p><b>Result Indicator #3B</b></p>

## **FINANCIAL INFORMATION**

Have your organization's finances been professionally audited in the past three years?

*If Yes:* During the past three years, if you received any management letters or audit exceptions prepared by the auditor, please upload a copy of the letters as well as the responses.

How do you plan to sustain the project financially in the future? Include in your answer current funders, methods of attracting new contributors, alternative sources of earned income and any ways in which you might reduce costs. (150 word limit)

Does your organization have Skype videoconferencing capacity? \*Skype, a free videoconferencing tool, requires a high speed internet connection and a web camera; full system requirements are available at: <http://www.skype.com/download/skype>.

## **ADDITIONAL INFORMATION:**

Please use the following space to share any additional information you have not had the opportunity to express: (400 word limit)

## ATTACHMENTS

Please submit the following attachments detailed below using the uploading instructions that follow:

If the organization is based out of state or works in multiple states, please include only North Carolina budgets.

### 1) Financial information:

Attach the following documents. Save each item as a separate document (of one page in length, if possible).

- a) Prior fiscal year's North Carolina budget showing a comparison of budget-to-actual income and expenses.
- b) Approved North Carolina budget for current fiscal year including year-to-date actual for revenue and expenses. (If the organization is less than three months into its fiscal year at the application deadline, then year-to-date actual may be omitted.)
- c) Projected North Carolina budget, including revenue and expenses, for the coming fiscal year. (For two-year requests please include projected budgets for each year in which funds are requested.)
- d) Have your organization's finances been professionally audited in the past three years? If Yes: During the past three years, if you received any Management Letters or audit exceptions prepared by the auditor, please upload a copy of the opinion letter(s) as well as the responses.
- e) IF PROJECT SUPPORT REQUEST: A project budget for the duration of the requested grant showing projected income and expenses (with expected use of ZSR funds for each line item shown in a separate column).

**Note:** If you are applying on behalf of a college/university or governmental entity, please provide information relevant to your department, program, or appropriate governmental sub-unit in whatever form it now exists.

### 2) Board List:

Please provide name, city, state and occupation of each of your board members. Also provide a brief explanation of how members are selected.

### 3) Tax-exempt Status:

The Foundation must receive a copy of the petitioning organization's federal tax-exempt certification under Section 501(c)(3) of the Internal Revenue Code that includes a determination as to the organization's status as a publicly-supported organization. Governmental units need not submit these documents. Please be aware that the Foundation will not make pass-through grants from one organization to another.

### 4) Prior Grantee Reporting Document(s):

If you received a past grant from ZSR, you may retrieve from our website ([www.zsr.org](http://www.zsr.org)) the reporting form(s) specific to your organization's grant status. Upon completion, upload these documents with this application. NOTE: Please do not upload any final or progress reports that have been recently sent to the foundation. Also, be sure to submit all necessary reporting forms for prior grants to ensure that your current request is processed and unhindered by missing requirements. Please note that a new application will be accepted but may be

withdrawn from consideration unless all past evaluation requirements are satisfied. The different types of reporting tools are outlined below.

Upload the required documents from your computer files

To do so, complete the following steps:


- 1) With your mouse, click on the drop-down menu found below, and then highlight and click on the appropriate "Title" that correctly describes the single document you plan to attach.
- 2) Click the "Browse" button with your mouse.
- 3) Find and select the "File name" of the document saved on your computer that you wish to attach by double-clicking on the intended selection. NOTE: Please save your documents with your organization name and title such as "Operating Budget."
- 4) Click the "Upload" button with your mouse.
- 5) Repeat steps 1-4 as needed to ensure that all necessary forms are correctly labeled and successfully attached.
- 6) Upon completion of your online application and after attaching supplemental documents, electronically send your proposal to the Foundation by clicking on the "Submit" button with your mouse one-time only.

Note: PLEASE DO NOT UPLOAD ANY FINAL OR PROGRESS REPORTS THAT HAVE BEEN RECENTLY SENT TO THE FOUNDATION. Make sure your documents print correctly on each page. In addition, if you are unable to attach any required documents to your online application, these additional components must be e-mailed to documents@zsr.org or mailed to the Foundation and postmarked by the application deadline. DO NOT FAX ANY ATTACHMENTS UNLESS PERMISSION IS GRANTED BY FOUNDATION STAFF. If you have questions, please contact a Foundation representative.

**Upload**

The maximum size for all attachments combined is 24 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Example below: (Choose the appropriate Title and browse out to find your file on your pc)

Title:  

File Name: