

**1** Section I & II**2** Section III**3** Section IV**4** Review My Application

## Section I &amp; II

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## I: General Information

1.1 Collaborative Problem-Solving Description:

ZSR's Community-Based Strategy includes two approaches — Collaborative Problem Solving (CPS) and Community Progress Fund. Through the CPS approach, ZSR will support a select number of community efforts that use inclusive, collaborative and resourceful processes to authentically engage the community to tackle challenges and work towards solutions. In particular, we seek to fund proposals that work across sectors (public, private, nonprofit) and/or geographic lines (municipal, county, etc.), are built on existing community assets, use a racial equity lens, and/or bring people together across identity or ideology. We intend to dedicate a significant portion of our grant support, in this approach, to efforts that actively advance racial and/or economic equity.

Selection criteria for the CPS approach can be found on ZSR's [website](#). For more information and resources regarding CPS selection criteria, please click [here](#). As noted, ZSR plans to select a limited number of communities in our first year of Collaborative Problem-Solving grantmaking, and we aim to support a diverse pool of grantees in terms of issues, geographies, stakeholders, and approaches. We are eager to learn from a diversity of initiatives.

In the mid-March to early April timeframe, ZSR staff will travel to your community to meet you and learn about the work of your collaborative and the community you serve. Please expect us to contact you soon to schedule this visit.

1.2 Co-learning Expectations:

The CPS approach is new to ZSR, and the Foundation has established an internal learning agenda for CPS and our other All for NC approaches. The Foundation recognizes that the work of collaboratives is embedded in an ever-changing context, and the Foundation understands that organizations must reflect upon their work and the changing environment to determine if their initial goals and tactics are still moving toward the change they seek. As part of ZSR's CPS approach, we are eager to learn with and from CPS grantees. This will involve identifying learning questions that both ZSR and grantees want to explore. ZSR may also support opportunities to exchange ideas, information, and insights across grantee communities. In other words, ZSR expects that its relationship with CPS communities will not end with awarding a grant. Rather, we hope to engage in mutual learning and reflection with CPS communities. The co-learning agenda and engagement, including potential formats (e.g., convening, peer-learning, etc.) and grantee time required, will be co-developed by grantees and ZSR and will be informed by the learning questions grantees prioritize.

1.3 Instructions:

As you complete the application, you may be asked to refer to the information included in the Proposal Summary that you previously submitted. The Proposal Summary can be found in your online account under "Submitted Applications."

## II: Applicant Information

## 2.1 Contact Information

Have any of the following items that were included in the Proposal Summary changed? If you select "yes" for any of the following, please upload updated information into [one document](#) below.

-General- [Organizational Information](#) (Refer to Section 1 of General Information in Proposal Summary)

 Organizational Information

Yes

-General- Organization's Primary Contact (Refer to Section 2 of General Information in Proposal Summary)

✦ Organization's Primary Contact

 Yes

-General- Primary Contact for this Request (Refer to Section 2 of General Information in Proposal Summary)

✦ Request's Primary Contact

 Yes

Revised General Information

If you answered yes to any of the above questions, please upload one document that contains all the new information. In your online account, reference your Proposal Summary for the previously submitted information.

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## 2.2 Applicant Organization Information

The following questions are intended to provide ZSR with information regarding the relationship between the applicant organization and the collaborative.

Name of Organization      Federal Tax ID Number      State Listed on IRS Letter  
Format: 99-9999999

2.2a. Is your organization listed above a 501(c)(3) and in good standing with the IRS, or a public school, college/university, governmental unit, or a religious entity?

✦ 2.2a. 501(c)(3) status

 None

Tax Exempt Certification

-If Yes, please upload your 501(c)(3) IRS designation letter (Tax Exempt Certification) for the above organization.

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-If No, please explain.

Word count 0 of 80

2.2b. Do you have a fiscal sponsorship agreement (or a similar agreement) with the members of the collaborative?



Yes / No

None

Fiscal Agent Agreement

-If Yes, please upload the agreement.

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Upload

-If No, please explain.

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## Section III

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## III: Narrative Questions

## 3.1 Community Issues and Goals

ZSR recognizes that community-driven collaboration takes time and is complex. Please share the outcomes that you anticipate achieving during the grant period. In your answer, please list 1) three primary outcomes for the collaborative partnership itself and the timeframe for each outcome, and 2) three primary outcomes for the problem your collaborative has set out to address, and the timeframe for each outcome.



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 If your collaborative has any outcomes that are connected to racial and/or economic equity, please describe why you believe this collaborative effort has the potential to advance equity at this time. If your project is not explicitly aimed at racial and/or economic equity, please write Not Applicable.


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## 3.2 Collaboration

 Please describe the decision-making and governance structure for the collaborative (how the partnership is led and how its work gets done.) We recognize that there is wide variance in collaborative structures. Examples may include things like criteria for membership, role of the lead organization and/or rotation of leadership, staffing structure, etc.

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Please upload the following document - Governance or organizing documents (e.g., Memorandum of Understanding, membership guidelines, etc.). Please note that this document(s) is not required unless already developed. If you have more than one document, please combine into one document and name each before uploading.

Governing or Organizing Document

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❖ How were partners selected for participation in the collaborative? What divides, if any, are you trying to bridge by virtue of who is included in the collaborative's membership?

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❖ We realize that collaboration can be difficult and complex. Please share any challenges you have faced in shaping the collaborative partnership thus far.

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ZSR would like to better understand the make-up of your collaborative. Please upload a list of all *members* or *partners* and how you define their participation in the collaborative. This may include formal roles within the collaborative and relevant affiliations within the nonprofit, private, or public sectors or within the community itself. Please note that there is no *right* or *wrong* answer. This is solely intended to help ZSR understand the current make-up of the collaborative

❖ Collaborative Partners List

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### 3.3 Inclusion

❖ There can be inevitable power imbalances and issues of trust among participants in a collaborative effort. Please describe those that may exist in your partnership and how these challenges are recognized and addressed.

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❖ Are the people most affected by the issue included in the collaborative effort? If not, please explain why. If yes, to what extent are they involved in the leadership and/or decision-making processes and how are they financially resourced in the collaborative (if applicable)?

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### 3.4 Resourcefulness

What community assets have been identified that are or will be helpful for the success of the collaborative? (Community assets can be defined as any existing human/natural/financial resources that can be used to improve the quality of community life such as the skills of community residents, natural resources, community amenities, local culture.) How do these assets advance or influence the work?

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### 3.5 Updates to Proposal Summary (if applicable)

ZSR realizes time has passed since the Proposal Summary was submitted. With this in mind, are there any changes to the responses previously submitted in the Proposal Summary that you would like to note? If there are not changes, please write *Not Applicable*.

Word count 0 of 300

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## Section IV

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## IV: Financial Information

## 4.1 Request Amount

In the boxes below, indicate how much funding you are requesting from ZSR. If this is a multi-year request, please state the amount being requested each year. *If you are not requesting money in a particular year, place 0 in the box. A box cannot be left blank.*

For each of the boxes below, please enter a whole number. Do not use decimals.

 Request Amount: Year 1

Maximum amount to request in year 1 is \$150,000.  
(Please enter the total amount WITHOUT any commas, dollar signs or other non numeric characters.)

 Request Amount: Year 2

Maximum amount to request in year 2 is \$150,000.  
(Please enter the total amount WITHOUT any commas, dollar signs or other non numeric characters.)

 Request Amount: Year 3

Maximum amount to request in year 3 is \$150,000.  
(Please enter the total amount WITHOUT any commas, dollar signs or other non numeric characters.)


 Request Amount: Year 4

Maximum amount to request in year 4 is \$150,000.  
(Please enter the total amount WITHOUT any commas, dollar signs or other non numeric characters.)

 Total Request Amount (All Years)

Total maximum request amount is \$600,000.  
(Please enter the total amount WITHOUT any commas, dollar signs or other non numeric characters.)

Period for which funds are being requested.

 Length of Grant:

## 4.2 Updated, Detailed Budget

Please upload an updated, detailed collaborative project budget. Please make sure the *budget covers each of the years* indicated in *IV: Financial Information – 4.1 Request Amount* and includes the following information:

- Expenses: A year-by-year breakdown of how ZSR funds would be spent, as well as how other additional collaborative project funding (if applicable) would be used.

- Revenues: Indicate the requested amount from ZSR as well as what funds from other sources (whether other foundations, other donors, or internal source) have been committed or are under consideration for the project for the same time period as this collaborative request.

- Source
- Amount
- Status (Committed, Somewhat likely, etc.)
- Date of expected decision

For a sample budget, click [HERE](#) to view.

✦ Budget - REVISED Proposal Summary Budget

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#### 4.3 Additional Financial Information

✦ If your organization receives less than you requested, or only one year of funding, how would that impact your scope and timeline of the work? ✓

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If additional funding (beyond ZSR) is needed in order to accomplish the work outlined in the proposal, please explain what will happen if ZSR makes a grant, but the other funding does not come through. How will that affect the scope and timeline of the work? (If applicable) ✓

Word count 0 of 150

*\*The Z. Smith Reynolds Foundation's online Collaborative Problem Solving Application online deadline is March 7, 2019 at 12:00 pm (noon).*

*I acknowledge when the application is due.*