

Section I & II

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Required before final submission

I: General Information

1.1 Community Progress Fund Description:

ZSR's Community-Based Strategy includes two approaches—a Collaborative Problem-Solving (CPS) approach and a Community Progress Fund (Progress Fund). The Progress Fund is designed to provide an infusion of short-term funding at a pivotal moment and is intended to build on existing momentum to help move an issue, idea or organization forward. The range for Progress Fund grant awards is \$20,000-\$30,000 per year for one to two years.

ZSR asks that proposals demonstrate existing momentum within the community and how, with an infusion of funds, an organization will move forward to test an idea or achieve greater impact. ZSR hopes that engaging with community members through the Progress Fund grant cycle will allow the Foundation to better understand how different communities experience change, opportunity, and challenges in unique ways. In addition, ZSR desires to be accessible to areas of the state that have relatively higher needs and fewer resources, and to support and learn from those communities as described above. Consequently, preference will be given to those areas of the state. In addition, ZSR plans to award a significant portion of grants to organizations that are run by and primarily serve people of color. To learn more about ZSR's commitment to using a racial equity lens, please visit our website at [Racial Equity](#).

Selection criteria for the Progress Fund can be found [here](#). In the mid-March to early April timeframe, ZSR staff will travel to your community to meet you and learn about your work and the community you serve. Please expect us to contact you soon to schedule this visit.

1.2 Instructions:

Thank you for submitting thoughtful responses to questions included in the Letter of Intent (LOI). We realize time has passed since the LOI was submitted. This application is intended to allow you to update and build upon the information your organization already provided. At the beginning of each question, you will see language in brackets that indicates whether the information provided is: [From the LOI – no action required], a [New question], or [From the LOI – opportunity to provide further information].

II: Progress Fund Applicant Questions - 2.1 501(c)(3)

Name of Organization

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

Federal Tax ID Number

Format: 99-9999999

State Listed on IRS Letter

[New question] 2.1a. Is your organization a 501(c)(3) and in good standing with the IRS, or a public school, college/university, governmental unit, or a religious entity?

2.1a. 501(c)(3) status

None

[New question] 2.1b. Please upload your organization's 501(c)(3) IRS designation letter (Tax Exempt Certification).

Tax Exempt Certification

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[New question] 2.1c. Is the 501(c)(3) organization completing this application acting as a fiscal sponsor for another organization that is not classified as a 501(c)(3) public charity?

1. If you answered No below, no further action is needed.
2. If you answered Yes below, please upload (in the box provided below) the written fiscal agreement between the Applicant Organization and the Sponsored Organization.

✦ YES / NO

 ▾

Fiscal Agent Agreement

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[From the LOI – opportunity to provide further information] Have any of the following items that were included in the LOI changed? If you marked “yes” for any of the following, please upload all the updated information into one document.

1. General- Organizational Information (Refer to Section 1 of General Information in LOI)

✦ Organizational Information

 ▾

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

✦ Organization's Primary Contact

 ▾

3. General- Primary Contact for this Request (Refer to Section 2 of General Information in LOI)

✦ Request's Primary Contact

 ▾

4. General- Board Composition (Refer to Section 3 of General Information in LOI)

✦ Board Composition

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 LOI for the previously submitted information.

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5. Board Information

[New question] We need a list of your organization's board members. Please include the following:

1. Name of each board member;
2. City and State of residence of each board member;
3. Occupation of each board member;
4. Race/Ethnicity and gender of each board member; and
5. Email address of each board member.

Board Information

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[New question] If your organization has executive-level staff (with decision-making authority), including and in addition to the executive director, please indicate the demographic information of that team below, if applicable.

For each of the boxes below, please enter a whole number between 0 and 9,999. Do not use decimals. Put 0 if not applicable.

Number of staff on Executive-Leadership team (including executive director):

| | | |
|--------------------------------------|--------------------------------------|----------------------------------|
| Full Time Executive Leadership Staff | Part Time Executive Leadership Staff | Total Executive Leadership Staff |
| <input type="text"/> | <input type="text"/> | 0 |

Race/Ethnicity - What is the race/ethnicity make up of the Executive-Leadership team?

| | | | | |
|---|--|---|---|---|
| White/Caucasian Executive Leadership (Non Latino/Hispanic) | Black/African American Executive Leadership (Non Latino/Hispanic) | Latino/Hispanic Executive Leadership | Asian/Asian American Executive Leadership | American Indian or Alaska Native Executive Leadership |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Multi-Racial Executive Leadership | Other Executive Leadership | Total Race/Ethnicity Executive Leadership | | |
| <input type="text"/> | <input type="text"/> | 0 | | |

Gender - What is the gender make up of the Executive-Leadership team?

Males on Executive-Level Staff

Females on Executive-Level Staff

Other on Executive-Level Staff

Total Executive-Leadership Staff

0 

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Section III

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For the below listed information, your response from the submitted LOI has been included for your reference. A box has been provided to add additional information.

III: Narrative Questions - 3.1 Local Context

[From the LOI – opportunity to provide further information] What community issue are you addressing, or do you plan to address? In your explanation, please include information about the following:


- The location or geographic scope of the work;
- A statement of need and brief description of the work you hope to accomplish; and
- The demographics or other relevant information regarding the people who will be impacted by the work.

It is very important that applicants respond to each component of the above questions that were posed in the LOI. If you would like to provide additional information, please do so in the space below.


III: Narrative Questions - 3.2 Momentum/Leverage Potential

ZSR's Community Progress Fund is designed to provide a short-term infusion of funding at the right moment and is intended to build on existing momentum to help move an issue, an idea or an organization forward. For the questions below, please feel free to build upon the information you provided in the LOI, which is included below for reference.

[From the LOI – no action required] Describe the momentum for the work outlined in this proposal. What would be different if a Community Progress Fund grant were to be awarded? How would ZSR funds be used?

 [New question] What community assets have you identified that will be helpful for the success of the proposed project? (Community assets can be defined as any existing human/natural/financial resources that can be used to improve the quality of community life, e.g., the skills of community residents, natural resources, community amenities, local culture, etc.)

Word count 0 of 300

 [New question] Why is now the right time for this investment?

Word count 0 of 150

III: Narrative Questions - 3.3 Scope of Work

❖ [New question] What are the goals and corresponding timeline for the proposed work during the grant period, beginning in Summer 2019?

Word count 0 of 400

❖ [New question] 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?

Word count 0 of 150

❖ [New question] 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

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IV: Financial Information - 4.1 Request Amount

[New question] In the boxes below, please indicate how much funding you are requesting from ZSR. If this is a multi-year request, please state the amount requested for each year. The amount cannot exceed \$30,000 in Year One or \$30,000 in Year Two.

If you are not requesting money in Year 2, 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.

✦ Req Year 1 Amount
Cannot exceed \$30,000

✦ Req Year 2 Amount
Cannot exceed \$30,000

✦ Total Req Amount
Cannot exceed \$60,000

IV: Financial Information - 4.2 Updated, Detailed Budget

[From the LOI – opportunity to provide further information] If the budgets submitted in the LOI do not include the information requested below, please upload an updated, detailed budget. Please refer to the budget you submitted during the LOI process. (Refer to Section 8 of Financial section in LOI)

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

- Expenses: A year-by-year breakdown of how ZSR funds would be spent, as well as how other additional 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 request.
 - Source
 - Amount
 - Status (Committed, Somewhat likely, etc.)
 - Date of expected decision

Budget - REVISED Year One Budget

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Budget - REVISED Year Two Budget

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**The Z. Smith Reynolds Foundation's online Community Progress Fund Application submission deadline is March 7, 2019 at 12:00 pm (noon).*

I acknowledge when the Application is due.

None

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