Eligibility Assessment

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

Or

Do you have a pending application with the IRS for 501(c)3 status?

-Select One-

Next
Eligibility Assessment

COMMUNITY PROGRESS FUND

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, an idea or an 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 issue or 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 support communities and to better understand how different communities experience change, opportunity, and challenges in unique ways. Thus, the parameters for this approach are intentionally broad. 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.

Our goal is to award a significant portion of grants to organizations that are run by and primarily serve people of color, therefore ZSR strongly encourages proposals from these organizations.

Selection criteria for the Progress Fund can be found here.

Please note that submitting a Letter of Intent (LOI) is the preliminary step in introducing a proposal to ZSR. Therefore, it is not necessary to contact a ZSR staff member prior to submitting an LOI. ZSR will review LOIs and approximately 40 to 50 applicants will continue through the application process, where ZSR staff will travel to applicants’ communities and dedicate time to engaging with applicants and learning about their communities and the work they hope to accomplish with a Progress Fund grant.

I have read the above information.
Eligibility Assessment

The deadline for the online Community Progress Fund Letter of Intent is December 3, 2019 at 12:00 pm (noon).

I agree to the submission deadline.

-Select One- □

Next
Eligibility Assessment

IMPORTANT INFORMATION BEFORE SUBMITTING YOUR LETTER OF INTENT

• Once you have submitted your Letter of Intent, you will receive an email confirmation from gloriap@zsr.org or mail@grantapplication.com indicating your Letter of Intent form was submitted.
  a. When your online account is created for your organization, make sure that the email address is a valid email address without spam blockers or bulk mail or clutter filters. All Letter of Intent communications will be emailed to the email address that was used when the online account was created.
  b. If your organization has an existing ZSR account and the original email address has changed or if you are unsure about the email address used, contact the Foundation at the number provided below.
  c. If you do not receive an email confirmation of submission, check your clutter folder, spam mail or junk mail. If the email is not there, you may not have selected the Submit button. Log back into your account and look in the pending applications. If the Letter of Intent form has not been submitted, open and resubmit it.
  d. Add gloriap@zsr.org or mail@grantapplication.com to your email contacts.

• The online system is not compatible with the following Browsers: Google Chrome or Microsoft Edge. If used, problems may arise with submission.

• Save your work frequently by clicking the Save and Finish Later button found at the bottom of each page. Please note that saving your Letter of Intent form will also trigger an automated email reminder that will include the steps to access the saved form. You may need to close your internet browser completely before logging back into your account. If you don’t close, you may be directed to begin a new form.

• Please do not use the back button on your browser; click the tabs across the top of the page of the form to return to a particular section.

• Upon reviewing your Letter of Intent form, if red errors display, please correct the information, then click on the Update button at the bottom of the page. When all errors are resolved, and the Update button has been selected; you can submit your Letter of Intent form. All questions and required information must be completed and uploaded. If you would like to provide any additional information other than what is required in the form, contact the Foundation.

• Please do not use bullet points, tabs, or other symbols or special characters (e.g., #, (), "", >, <, *). Our online system does not recognize them. Also, bold and underlined text formatting options will not be displayed within your answers.

• Anywhere the blue info-bubble is displayed; there is help text. Please take time to read the information that pertains to that question or section.

• Do not submit any information to documents@zsr.org (unless directed by Foundation staff).

• IMPORTANT: For uploading documents as attachments within the Letter of Intent form – The recommended format for documents is PDF. However, we will accept Excel and Word documents.

For informational purposes, print these instructions for reference. If other questions arise while working on this form, visit our website at www.zsr.org. If you cannot find the answer to your questions, call us at (800) 443-8319 or (336) 725-7541.

I have read and understand the above information.

-Select One- 

Submit
General Information

**Required before final submission**

**General - Organizational Information**

**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**

- Select One -

**Organization’s Office Mailing Address**

**City**

**State**

- Select One -

**Zip Code**

**County in which your organization’s primary headquarters is located.** (If your primary headquarters is not located in North Carolina, select "Outside North Carolina").

- Select One -

**Telephone**

Format: 999-999-9999

**Fax**

Format: 999-999-9999

**Website**

Please upload your organization’s 501(c)(3) IRS designation letter (Tax Exempt Certification).

**Tax Exempt Certification**

[Upload]

[ Browse...]

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?

**YES/NO**

- Select One -

1. If you answered No above, no further action is needed.
2. If you answered Yes above:
   a) Please upload (in the box provided below) the written fiscal agreement between the Applicant Organization and the Sponsored Organization.
   b) Read the Fiscal Sponsor Letter. After reviewing the document, please acknowledge that you have reviewed the letter by selecting from the drop-down list.

Fiscal Sponsorship Agreement
I acknowledge I have reviewed the Fiscal Sponsorship Letter.

None

Project Title
Please enter a brief project title for your Letter of Intent.

Word count: 0 of 25

General Information - Organization’s Primary Contact

Provide information for the chief executive of the organization (aka executive director).

**If you are applying on behalf of a college or university, please provide the following as the Organization Primary Contact: “Leader or Head” of the Center/Department/Institute requesting funds. (DO NOT LIST THE CFO, PRESIDENT, OR CHANCELLOR OF THE SCHOOL.)

Prefix
First Name
Middle Name
Last Name
Suffix
Title
Street Address
City
State
Zip Code
Office Phone
Format: 999-999-9999
Extension
Cell Phone
Format: 999-999-9999
Office Fax
Format: 999-999-9999
E-mail

Ethnicity
Gender

General Information - Letter of Intent Contact

PRIMARY CONTACT FOR THIS REQUEST: Please provide the following information for the person to whom all communication regarding this letter of intent should be directed.

**If you are submitting on behalf of a college or university, as the request’s primary contact, please provide the person who is most knowledgeable about the letter of intent. (DO NOT LIST THE DEVELOPMENT OFFICER.)

Prefix
First Name
Middle Name
Last Name
Suffix
Title

Primary Contact’s Office Mailing Address


9/27/2019
### General Information - Staff Composition

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time staff</td>
<td></td>
</tr>
<tr>
<td>Full time staff</td>
<td></td>
</tr>
<tr>
<td>Total Full and Part Time Staff</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Gender

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males on Staff</td>
<td></td>
</tr>
<tr>
<td>Females on Staff</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total Staff Gender</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Race/Ethnicity

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>White/Caucasian (Non Latinx/Hispanic)</td>
<td></td>
</tr>
<tr>
<td>Black/African American (Non Latinx/Hispanic)</td>
<td></td>
</tr>
<tr>
<td>Latinx/Hispanic</td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td></td>
</tr>
<tr>
<td>Asian/Asian American</td>
<td></td>
</tr>
<tr>
<td>Multi-Racial</td>
<td></td>
</tr>
<tr>
<td>Staff Other</td>
<td></td>
</tr>
<tr>
<td>Total Staff Ethnicity</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Executive Leadership Staff</td>
<td></td>
</tr>
<tr>
<td>Part Time Executive Leadership Staff</td>
<td></td>
</tr>
<tr>
<td>Total Executive Leadership Staff</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>White/Caucasian Executive Leadership (Non Latinx/Hispanic)</td>
<td></td>
</tr>
<tr>
<td>Black/African American Executive Leadership (Non Latinx/Hispanic)</td>
<td></td>
</tr>
<tr>
<td>Latinx/Hispanic Executive Leadership</td>
<td></td>
</tr>
<tr>
<td>Asian/Asian American Executive Leadership</td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaska Native Executive Leadership</td>
<td></td>
</tr>
<tr>
<td>Multi-Racial Executive Leadership</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Executive Leadership</td>
<td></td>
</tr>
<tr>
<td>Total Race/Ethnicity Executive Leadership</td>
<td>0</td>
</tr>
</tbody>
</table>
### General Information - Board Composition

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.

**Gender - What is the gender make up of your board?**

<table>
<thead>
<tr>
<th>Males on Board</th>
<th>Females on Board</th>
<th>Other</th>
<th>Total Board Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**Race/Ethnicity - What is the race/ethnicity make up of your board?**

<table>
<thead>
<tr>
<th>White/Caucasian (Non Latinx/Hispanic)</th>
<th>Black/African American (Non Latinx/Hispanic)</th>
<th>Latinx/Hispanic</th>
<th>American Indian or Alaska Native</th>
<th>Asian/Asian American</th>
<th>Multi-Racial</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Total Board Ethnicity**

| 0 |

What is the demographic composition of the geographic area in which the work for which you seek funds will be performed? (If the work is happening in more than one city or county in NC, please average the numbers.) (Note: As a source, ZSR recommends U.S. Census Quickfacts).

Please enter the percentage as a numerical value (Whole numbers only between 0 to 100) of each race or ethnic group listed below so that the total equals 100 percent. Maximum of 3 digits (0-100) and do not use decimals. Put 0 if not applicable.

<table>
<thead>
<tr>
<th>White/Caucasian (Non Latinx/Hispanic)</th>
<th>Black/African American (Non Latinx/Hispanic)</th>
<th>Latinx/Hispanic</th>
<th>American Indian or Alaska Native</th>
<th>Asian/Asian American</th>
<th>Multi-Racial</th>
<th>Other Race/Ethnicity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Total:**

0% 0%

### General Information - Mission Statement and Brief Description

**What is the mission statement of your organization?**

Word count 0 of 100

**Please provide a brief description of the project.**

Word count 0 of 125
Key Questions

Community Issues:
What community issue are you addressing, or do you plan to address? In your explanation, please be sure to include information about the following:

- The location or geographic scope of the work;
- A statement of need;
- Why it is the right time for this investment, including the existing momentum for the work outlined in the proposal; and
- The demographics or other relevant information regarding the people who will be impacted by the work.

Scope of Work:
What are the goals and corresponding timeline for the proposed work during the grant period, beginning in Summer 2020? How would ZSR funds be used?

Please note that this question is intended to identify where the proposed work will take place, which may or may not be where the organization is headquartered.

If your work will take place in a specific county or counties, please select all that apply.
**Financial - Prior Actual Expenses**

*Prior Year Expenses Amount*

What were your organization's total actual expenses for the prior fiscal year?
For the box below, please enter a whole number between 0 and 999,999,999.

**Financial - Letter of Intent Amount Requested and Budget**

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 in each year should be between $20,000-$30,000.

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.

<table>
<thead>
<tr>
<th>Req Year 1 Amount</th>
<th>Req Year 2 Amount</th>
<th>Total Req Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide a brief budget for each proposed year, including revenue and expenses for the work outlined in the Letter of Intent. For a sample budget, click HERE to view.

- For revenue, please indicate the request amount from ZSR and any other committed or anticipated financial resources, either monetary or in-kind.
- For expenses, please indicate up to five areas you seek to support with ZSR funds (e.g., Personnel, Meetings, etc.).
- Please keep in mind that the range for Progress Fund grant awards is $20,000-$30,000 per year for one to two years.

**Budget - Proposed Year One Budget**

Browse...

Upload

**Budget - Proposed Year Two Budget**

Browse...

Upload

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?
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)

*The Z. Smith Reynolds Foundation’s online Community Progress Fund Letter of Intent submission deadline is December 3, 2019 at 12:00 pm (noon).

I acknowledge when the Letter of Intent is due.