Online Application Questions

## Part 1: Organization Information

Organization Name:

Legal Name (This is your legal name that the IRS has on file, populated by the Tax ID you provided at the beginning of this form.)

Also Known As: (Please add any abbreviations, nicknames or acronyms, separated by commas)

Street Address:

City:

State: (select from drop-down box)

Zip Code:

Organization Main Phone: (Please use the following format (###) ###-####)

Organization Main Fax: (Please use the following format (###) ###-####)

Organization E-mail Address: (i.e. info@heinz.org  - generic email address for the organization- if applicable)

Website:

Organization Budget:

What was your organization's total annual budget in the last completed fiscal year?

Number of Full Time Employees:

Audit Completed (yes/no)
Did your organization have a financial audit conducted in the last fiscal year?

Date Fiscal Year End: (Please provide the fiscal year end date of the most recent audit available.)

Mission:
What is the mission of your organization? (1,500 word maximum)

Major Successes (1,500 word maximum)
Please describe the history and major successes of your organization.
(These need not relate directly to the project or work proposed in this application.)

Past Funding (yes/no)
Have you received funding from The Endowments in the past?

Past Funding History (1,500 word maximum)
If yes, briefly describe


## Part 2: Contact Information

Head of the Organization (i.e. CEO, President or Executive Director)
Prefix
First Name
Middle Name
Last Name
Suffix

Title

E-mail

Office Phone
Please use the following format (###) ###-####
Extension

Office Fax
Please use the following format (###) ###-####

Mobile Phone
Please use the following format (###) ###-####

Street Address
City
State
Zip

Primary Contact for this grant request.

Same as Head of Organization listed above?

Or:

Prefix
First Name

Middle Name
Last Name
Suffix

Title

E-mail

Office Phone
Please use the following format (###) ###-####
Extension

Office Fax
Please use the following format (###) ###-####

Mobile Phone
Please use the following format (###) ###-####

Street Address

City

State (drop down box)

Zip Code


## Part 3: Project Information

Project Title:

Purpose of Grant (one sentence summary – 100 words maximum)

Project Description: (1,500 words maximum)
Please provide an overview of this project

Facilities (1,500 words maximum)
Please describe the facilities, or space, in which this proposed work will take place.

Over what period of time will this funding be used?
Project Start Date
Project End Date


Project Budget
What is the total cost of the project?

Request Amount
What amount of funding are you requesting from The Heinz Endowments?

Funding Partners
Please list any other funding partners.

Staff
If applicable, indicate The Heinz Endowments' staff person this should be brought to the attention of.


## Part 4: Goals & Measures

Endowments' Program Area/Goal
Which of the Endowments' Program Areas/Goals is related to this proposal? Please select from drop-down below.

Connection to The Heinz Endowments' Goal (1,500 words maximum)
How does this project connect to the goal you selected above?

Past Performance (1,500 word maximum)
If this request is for an existing or similar project/program, please provide highlights of past performance of the project/program.

Goals and Measures
Briefly describe up to four project/program goals. For each goal please be specific about how you will know that you have achieved your desired outcomes. If your request is for more than one year of support, please include specific measures of success for each year of your project/program.

Goal 1 (1,500 words maximum)
Example: A goal for the early literacy program was to increase the number of children able to read at grade level when they entered third grade.

Goal 1 Measure(s) of Success (1,500 words maximum)
Example: A measure of success for the after-school program was the reduction in participants' school suspensions from 10 to 3.

Goal 2

Goal 2 Measure(s) of Success

Goal 3

Goal 3 Measure(s) of Success

Goal 4

Goal 4 Measure(s) of Success

## **Attachments**

- Project Budget - Please attach a complete project/program budget with income and expenses. Indicate expenses to be covered by this request (**Required**).
- Board of Directors - Most recent list of board of directors and officers.(**Required**)
- Signed Patriot Act - A signed patriot act statement on your corporate letterhead, signed by the head of the organization. (**Required**) Click here for example
- Most Recent Audit - Your most recent audited financial statement.
- Any additional information/attachments.

UPLOAD INSTRUCTIONS

Step 1- Choose the Title from the drop down menu of the file you wish to attach.

Step 2- Click the Browse button to search for the file you wish to upload. Click the file you want to attach then click the Open button.

Step 3- Click the Upload button to attach the file to this application.

Step 4- Then return to the Title drop down to repeat Steps 1-3 for the next document.