**Sherwood Capital Grant Application**

This Word document is both a guide to ensure you are ready to complete a grant application and a tool for cut & paste purposes to make a final submission easier. When grant applications are open for submission, there will be an Apply Now button on the home page of our website and through the “Apply” tab.

**Tab 1: Fiscal Sponsorship Information**

Will you be using a Fiscal Sponsor to apply for this grant?

* Yes.

If yes, please fill out this page with the information for the Fiscal Sponsor. The rest of the grant application should be completed by the organization that will carry out the capital project.

* No.

If no, please move on to the next tab “Organization Information” and proceed with the grant application.

Legal name of organization serving as Fiscal Sponsor.

Other name(s), if any, of the organization serving as Fiscal Sponsor.

Federal Tax ID for Fiscal Sponsor:

Address for Fiscal Sponsor:

Street

City

State

Zip

Main phone number for Fiscal Sponsor.

Web Address for Fiscal Sponsor.

Attach the Memorandum of Understanding (MOU) between the Fiscal Sponsor and the Organization that will be carrying out the program described in this grant application.

**Tab 2: Organization Information**

Legal name of organization.

Other name(s), if any, of the organization.

Year organization was founded.

Tell us your organization’s primary goals and major programs or services. [1,500 characters]

Describe any major changes to your organization since you last applied. [1,500 characters]

List the top three highest paid staff in your organization.

Name, Title, Salary

What is your board approved anti-discrimination policy regarding hiring practices? [1,500 characters]

If you are a faith-based organization, how do you make people of other faiths feel welcome? [1,500 characters]

**Tab 3: Financial Information**

Fiscal year end date.

Total income from last fiscal year. Total expenses from last fiscal year. Total annual organization budget for current fiscal year.

\*Do not include volunteers or in-kind gifts/expenses in these numbers.

Attach current or upcoming organization budget.

Explain significant changes to your current or upcoming budget.

Attach your most recent Audit Report.

**Tab 4: Contact Information**

Organization’s Primary Contact (Executive Director or CEO)

Prefix

First name

Last name

Job title

e-mail

Preferred phone number

Primary Contact (if other than Executive Director or CEO)

Prefix

First name

Last name

Job title

e-mail

Preferred phone number

Describe the top three organizational goals for the current or upcoming fiscal year. [1,500 characters]

What other organizations in your community do similar work? How are you unique compared to these organizations? [1,500 characters]

Number of paid staff

Do you offer a benefits package to your employees? If so, please describe. [1,500 characters]

Attach an Organizational Chart listing key staff and their titles.

Describe the composition of your board (include the number of members; how board members are recruited/elected; how often they meet; and pertinent demographics such as gender, race, diverse populations, lived experience, etc.). [1,500 characters]

Attach a list of your board of directors, including affiliation for each director.

Board Chair/President Information:

Prefix

First Name

Last name

Place of employment and title

e-mail

**Tab 5: Proposal Information**

Title of capital project.

Provide a case statement for the project that discusses the feasibility and cost of the capital campaign and its implications for the organization’s ongoing operational expenses. [1,500 characters]

Total requested amount for this capital project.

Explain the bidding process. Include the name of the general contractor, architect selected, and/or owner’s representative. [1,500 characters]

Attach approved bids for this project for construction, architect, and, if applicable, owner’s representative.

If you are not using an owner’s representative, please describe who will manage the project and their specific expertise with construction projects. [1,500 characters]

How will this project be financed during construction? [1,500 characters]

Attach a copy of cash flow projections for the project. [1,500 characters]

If applicable, identify the chairperson of the capital campaign and provide contact information.

Who is the lead donor and what is the gift amount?

If this is a construction project, what are the contingency plans if the total fundraising goal is not met? [1,500 characters]

Indicate the board’s financial participation in the campaign (percent of board members participating). [1,500 characters]

Identify regulatory approvals, if required. [1,500 characters]

Describe plans for funding ongoing maintenance of new capital projects.

Indicate if timing is a factor or if a “window of opportunity” exists that impacts the success of the campaign. [1,500 characters]

Attach a project timeline.

Total capital project budget (Do not include volunteers or in-kind gifts/expenses.)

Attach capital budget.

List up to ten sources, with amounts of funding for each, that have been received for this project to date. Include government funding.

List up to ten sources, with amounts of funding for each, that are pending for this project to date. Include government funding.

Attach any drawings or schematics if appropriate.

Use this space to tell us anything else you would like us to know. [1,500 characters]

**Additional Application Information**

**For first-time applicants:**

* The first time you apply online, you will be prompted to [create an account](https://goapply2.akoyago.com/sherwood/identity/account/registerorganizationsearch).
* **Create only ONE (1) account (email address and password) to be shared by all staff members in your organization. We recommend using a general email address such as info@yourorganization.org**
* For succession purposes, make sure all pertinent staff members at your organization have access to this email and password.
* Your Applicant Dashboard will contain your In-Progress and Submitted applications. You will be able to access these applications at any time.
* Save the confirmation email that your account was created successfully.

**Tips for Applying**

* Be sure your cookies are enabled on your internet browser.
* You will be required to upload or attach documents to your application. These documents must already be saved on your computer before you can browse and upload them to your application. It will work better if you save your documents as PDF’s if they aren’t already, rather than scanning them to convert them to PDF’s. Sometimes scanning is necessary, especially when including letters of support or other signed documents on business letterhead. Avoid using special characters like &, @, # in document names. Videos cannot be imbedded in an application but are accepted under limited circumstances as post-submission material such as a link to a video in YouTube or Vimeo.
* Verify that the information in your application is correct before you click on the submit button. Once you have submitted your application, you will not be able to make changes or add attachments. Once you have submitted your application, we cannot send it back to you to make changes.
* Add the following email addresses to your address book to ensure that you receive emails from The Sherwood Foundation: info@sherwoodfoundation.org and kathyj@sherwoodfoundation.org
* Be patient and save your work at least every 60 minutes or it will be lost.
* Use a laptop or desktop rather than a phone or tablet.
* Be sure you have a strong internet connection.
* If possible, apply prior to deadline day to avoid technical issues due to portal congestion.
* When you submit your application, do not close your browser until you receive the Submission Confirmation E-mail.
* You will hear from us once the review process is complete. Please give us 90 days from the application deadline before you reach out to us for a notification. Often, we complete the review process before the 90-day deadline and will reach out to you sooner.
* If you have any questions, contact Kathy Johnson, the Grants Manager at Sherwood Foundation. She can be reached at info@sherwoodfoundation.org.