**Sherwood Operating 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 on the page menu.

**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 execute the operations to fulfill the intent of the grant.

* 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.

Are you a first-time applicant?

* Yes
* No

List your organization’s top three outcomes or accomplishments for the previous year.

[1,500 characters]

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]

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

Number of paid staff

List the top three highest paid staff in your organization.

Name, Title, Salary

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]

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

Attach your most recent Audit or Compilation Report.

**Tab 4: Contact Information**

Primary Contact (This person will receive communication for this grant request.)

First name

Last name

Job title

e-mail

Preferred phone number

**Tab 5: Proposal Information**

Total requested amount.

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

Attach current strategic plan.

**Additional Application Information**

**For first-time applicants:**

* The first time you apply online, you will be prompted to create an account.
* 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.