**Ronald W. Naito MD Foundation Application**

**NOTE: this document is just for reference/drafting. All materials must be uploaded into online portal and submitted digitally.**

**Instructions:**

Please note: we want to make this application easy for our applicants. We suggest you skim through the questions before beginning your application. Your answers from the LOI were transferred over. Our maximum character counts are relatively high to allow you to paste in other materials without spending too much time editing them down. But please DON’T feel like you have to write to the maximum word count: short and concise is wonderful!

**Question Group 1 Project Name\* (response carries over from LOI)**

Character Limit: 100

**Eligibility\***

Please review our eligibility requirements again. Has anything changed since your LOI was submitted to render you ineligible?

Choices

Yes No

**Number of Full-time Paid Staff\***:

**Number of Part-time Paid Staff\*:**

**Number of Volunteers\*:**

**Year Your Organization Was Founded:**

**Category of work\***:

Choices:

Systemic change

Frontline intervention

Both

**In what sector does your organization work?** **(carries over from LOI)**

**What kind of support are you seeking? (carries over from LOI)**

**How can we help? How would you use a grant from us?** **(carries over from LOI)**

**Building on your LOI response above, please tell us more about your key programs (or the specific program for which you are applying), the needs they fulfill, and how our grant will help your organization and constituents. You only need to answer this if you feel like your LOI response didn't answer these questions in detail. (Up to 10,000 characters. Reminder: we leave this long so you can cut and paste, but brief is great!)**

Character Limit: 10000

**Demographics: (LOI response carries over here)**

**Internal Representation** **(Optional, depending on LOI Demographics response above) If you didn't address internal representation in your LOI response about your community's demographics (see above), please tell us here. Are you led by the communities that you serve / that are impacted by your mission's priorities? Would you say that your staff and board represent a diversity of perspectives and experiences? Please share more about who you are.**

Character Limit: 3000

**Landscape\* Please tell us about similar projects or organizations, and explain how your organization/project differs from, collaborates with, and/or responds to these other organizations/projects.**

Character Limit: 5000

**Grant Spending\* How will the requested grants funds be spent? Please give us a high-level breakdown of anticipated expenditures that this grant will serve. Please also note if this grant will help you leverage other funding opportunities. (2,000 characters) (No need to go into too much detail. We also recognize that needs shift. If you're applying for general operating, it's fine if funds are repurposed based on emerging need.)**

Character Limit: 2000

**Outcomes\* What are the expected outcomes for this grant? Can you track/measure its impact, or, if not, your impact more broadly? If so, how? If you are applying for a specific program or project, please explain how you evaluate that program’s outcomes, and what overall program success looks like to you. (4000 characters)**

Character Limit: 4000

**Total organizational income for most recent closed fiscal year\***

Character Limit: 20

**Total organizational expenses for most recent closed fiscal year\***

Character Limit: 20

**(Optional) Tell Us A Story**

 What are you most proud of about your work, or what else should we know? Relate this however you’re comfortable: by pasting in statistics/numbers, a story, testimonials, etc. (If you don't have time to answer, we fully understand!) (2500 characters)

Character Limit: 2500

**(Optional) Feedback/Help Us Learn**

Other than your feedback from the LOI (included above), do you have any other feedback for us? How can we make this application process easier/more accessible for you? How does this application compare in complexity to other grants of this size range? Any tips for how we can better help you? We value your honest response. Alternatively, are there any resources that you would like to share with us that would help us better understand your field, your work, or your priorities? What are the forthcoming needs in your sector/location? What crises/challenges/opportunities do you see on the horizon? Any great books or media we should tune into? Thank you for helping us to become better funders. If you’d ever like to talk to us about this, we’d welcome it. (3000 characters) (If you don't have time to answer, we fully understand!) Character Limit: 3000

**Other Funding Sources\***

What other foundations/agencies and income streams fund your work currently? Do you have earned income? Have you recently applied to other organizations/agencies to help support this application’s request? Please list your top income sources. (2000 characters) Character Limit: 2000

**Agreement**

By writing/typing my name below, I confirm that the facts set forth in this application are true and complete, and that the Chief Executive Officer or Executive Director of my organization has explicitly approved the submission of this application.

Name\*

Character Limit: 50

Title or Role with Organization\*

Character Limit: 50 Date\* Character Limit: 10

**File Uploads**

Please upload the relevant documents requested below. Those marked with an asterisk (\*) are required, although we appreciate that newer or grassroots organizations may not have all of these types of financial documents. Please do the best you can, but if you don't have what we need, just upload something (so the system lets you submit) and clarify in the "financial clarifications" question above. For fiscally sponsored organizations: please upload the project/sponsee financials, not the sponsor's. If you have submitted your sponsor's budget numbers in the LOI, please include your own in the "application clarifications" box.

* Current year budget (whatever your calendar year is)\* File Size Limit: 5 MB
* Prior year (or years) organization-wide budget compared to actual.\* Please explain any significant irregularities either on the uploaded budget document or in the "Financial/operational clarifications" question above. (If your prior year is on the same document as your current year budget, just upload it again--don't worry about creating two separate documents. And go with whatever your calendar year is, not necessarily Jan-Dec.) File Size Limit: 5 MB
* Most recent audited financial statements\* If no audit is available then please upload a current Statement of Financial Position and Statement of Activities. Please explain any significant deficits, surpluses, or other irregularities. File Size Limit: 3 MB
* List of current board members and their affiliations\* File Size Limit: 2 MB
* If using fiscal sponsor, 501c3 determination letter of fiscal sponsor Please upload your fiscal sponsor's 501c3 determination letter. If you don't need a fiscal sponsor, you're welcome to use this spot to upload additional materials that help us understand your work. File Size Limit: 4 MB
* Memorandum of Understanding (MoU) - If relevant If using fiscal sponsorship, MOU detailing sponsor agreement between your organizations (grant funds will be sent to fiscal sponsor). Mandatory for those using fiscal sponsorship. File Size Limit: 2 MB
* Any other supporting materials you’d like us to consider (optional) File Size Limit: 4 MB