



GRANT APPLICATION INSTRUCTIONS

All grant seekers must use the Rainbow Endowment's Grant Application Form to be considered for amounts of \$5,000 to \$20,000. All grant applications must be submitted electronically in PDF or Word format. The annual deadline for applications is ***midnight on the third Friday in May***. Funding decisions will be made and announced in late October. Completed applications may not exceed 5 pages in total length. Format limits: Minimum font size 10 points and minimum 1 inch margin.

Email the completed application form to:

director@rainbowendowment.org

You will receive an electronic confirmation when it is received.

Grant Award Requirements

The Rainbow Endowment's Grant Application is designed to be simpler and require less documentation up front; however, organizations selected to receive a grant will be required to produce the following documents prior to any payment being issued. Failure to provide information that corresponds directly to data contained in the application will result in forfeiture of the grant.

- Proof of 501 (c) 3 status
- Most recent audited financial statement (or other financial documentation)
- Detailed organizational budget
- Detailed project budget (if receiving other than general operating support)
- Board and staff list and demographics

The Rainbow Endowment reserves the right to ask for additional documentation as required to support the facts contained in the original application.



GRANT APPLICATION

(Completed application may not exceed five pages in length. Highlighted fields will expand as data is entered)

Background Information

Organization Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____
Title: _____
Telephone: _____ FAX: _____
E-Mail: _____ Website: _____

1. Briefly describe the organization's history and mission: _____
2. Does your organization have a Strategic Plan? Yes, Last Updated _____ No
3. List two significant accomplishments of the organization in the last 18-months:
 - a. _____
 - b. _____
4. Does the organization have a non-discrimination policy that includes sexual orientation/identity: Yes No
5. What percent of the board and staff is self-identified as LGBT and/or people of color:

Board	LGBT _____%	People of Color _____%
Staff	LGBT _____%	People of Color _____%
6. Is this organization recognized by the IRS as a 501 (c) 3 not-for-profit: Yes No*
**If your answer is no, please provide information about the sponsoring 501 (c) 3 organization:*
Sponsor Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____ E-Mail: _____
Title: _____
Telephone: _____ FAX: _____

Grant Request

1. What type of funds are being requested:
 General Operating Project/Program Local Pilot/Demonstration
 Capacity Building Continuation (of a project/program previously funded by RBE)
2. Total grant request (up to \$20,000): \$ _____

Purpose/Need

3. Briefly describe the need that your work will address. If requesting *general operating support*, describe two existing programs that will continue as a result of this grant and the needs they address:

4. How was this need determined? _____
5. Describe the type of individuals or groups that will benefit from your work: _____
6. Why is this work urgent and important to the LGBT community as a whole: _____

Goals and Activities

7. Describe the goals and objectives for this project: _____
8. What specific methods and techniques will be used to reach your target audience? _____
9. On separate sheet of paper, provide a detailed **Project Plan**. Complete and Attached

Impact and Outcome

10. Summarize anticipated outcome(s): _____
11. How many individuals will benefit directly from your work? _____
12. How many individuals will benefit indirectly from your work? _____

13. How will these outcomes be documented and measured? _____
14. How does this request fit the Rainbow Endowment's funding priorities, especially our ability to have a national impact: _____
15. Are other organizations doing similar work? Yes (explain below) No (explain below)
- If YES, how are you coordinating efforts to avoid duplication and/or complement the work of other organizations? _____
 - If NO, why are you best suited to take on this challenge? _____

Financial Information

1. What is your total annual organizational budget for this fiscal year? \$ _____
2. List the three largest revenue and expense categories in your current organizational budget:
- Revenue
- Category: _____ Amount: \$ _____
 - Category: _____ Amount: \$ _____
 - Category: _____ Amount: \$ _____
 - TOTAL REVENUE Amount: \$ _____
- Expenses
- Category: _____ Amount: \$ _____
 - Category: _____ Amount: \$ _____
 - Category: _____ Amount: \$ _____
 - TOTAL REVENUE Amount: \$ _____
3. Total project budget (if requesting other than general operating support): \$ _____
4. List the three largest expense categories in your project budget:
- Expenses
- Category: _____ Amount: \$ _____
 - Category: _____ Amount: \$ _____
 - Category: _____ Amount: \$ _____
5. Total being requested: \$ _____ Percent of total project/organizational budget: _____%
6. Funds from other funding sources for this grant project (or fiscal year): Total \$ _____
- Source _____ Amount \$ _____ Committed Pending
- Source _____ Amount \$ _____ Committed Pending
- Source _____ Amount \$ _____ Committed Pending
- Source _____ Amount \$ _____ Committed Pending
7. Do you (or your fiscal sponsor) have a recent audited financial report available?
- Yes For fiscal year _____ Start _____ / End _____
- No If no, please explain how you will satisfy the Rainbow Endowment's financial report requirement: _____
8. What was the organization's operating surplus/deficit in your last audited fiscal year?
- Surplus \$ _____ Deficit \$ _____ How was the deficit addressed? _____
9. Does your organization have an operating reserve or endowment? Yes, \$ _____ No

PROJECT PLAN
(in order of Start Date)

Activity:
Start Date: End Date
Leader:

Activity:
Start Date: End Date
Leader:

Activity:
Start Date: End Date
Leader:

Activity:
Start Date: End Date
Leader:

Activity:
Start Date: End Date
Leader:

Activity:
Start Date: End Date
Leader:

Activity:
Start Date: End Date
Leader:

Activity:
Start Date: End Date
Leader: