vBCF Application Preview - Project/Program Support

**Application Form** – when you start a new application it will bring you to a fill-in application cover form. This form includes 4 sections with questions related to the organization's background, contact information, request information and financial information. You will need your most recent audit and current budget information to complete the financial section of the form. We suggest you review the narrative questions outlined below before completing the request section of the form. Click the following link Application Form to view the questions on the form in detail.

**Attachments (you will be prompted to upload the following items in Section 5 of the online application)**

A. **Narrative:**
(Please limit the narrative to ten pages)
The van Beuren Charitable Foundation is very interested in understanding the context in which your organization is operating, what will change in the community if the project/program is successful, the strategy for achieving those results, and the capacity to implement and sustain the project. The questions below are intended to help you craft a proposal that will address these concerns.

**Organizational and Community Impact**
1. Please describe why the mission and strategies of your organization and proposed work matter to the community. Who else is addressing this issue?

**About the Request**
2. Please describe the need or condition you seek to change.
3. What critical questions, learning, research, community data informs the need or condition?
4. Who or what will be benefited by the proposed work and how will you know those outcomes have been achieved?
5. What are the specific activities and outputs (deliverables) that will lead to those benefits?
6. Describe your partnerships in doing this work, with whom, and why. What impacts are being leveraged by your partnerships?
7. What assumptions are embedded in the proposed work processes and/or results that you will test by doing the work?
8. Will implementing this project/program impact other parts of the organization (for example, need for additional financial management, system upgrades, or need to learn new processes like community convening)?
9. How will you resource this project now and in the future?

B. **IRS 501(c)3 Tax Determination Letter** (not a tax-exempt certificate): Required ONLY if a new applicant or if there have been changes since your last submission. If an organization is serving as a fiscal sponsor for the proposed project, please submit the IRS Determination Letter of the Fiscal Sponsor.

C. **Project/Program Budget**
Please include a project/program budget that outlines revenue sources and expenses. The budget should include all income for the project that you currently have in hand and funding that is anticipated with an anticipated decision date. Click the following link Project Budget to see a sample layout. You may use your own format as long as all the elements identified in the sample are included.

D. **Current FY Approved Organizational Budget**
Please provide the Current Annual Operating Budget and include actuals through the most recent quarter.

E. **Prior FY Organizational Budget/Actual Comparison**
Please provide the most recently completed Fiscal Year Budget to Actual (final results) comparison.

F. **Financial Projections** (for multi-year funding). Click the following link Financial Projections to see a sample layout. You may use your own format as long as all the elements identified in the sample are included.

G. **Audited Financial Statements**
Please provide a copy of the most recent Audited Financial Statements (not older than 18 months). Please include the management letter.

H. **Photos** Optional: Up to three photos related to the project/program may be submitted (.jpg or .pdf format only).

I. **Plan Documents** (e.g. Strategic, Business, Master) Only if applicable.

J. **Fiscal Sponsor Agreement** Only if applicable. Please contact the Grants Manager for the additional information BEFORE submitting your online application.

K. **Other** Only if applicable