Introduction

The Couch Family Foundation is pleased to accept your organization's application.

Getting Started

- Please complete the following information, so we may consider your request.
- Upon receipt of your application, you will receive a confirmation email.
- Foundation Trustees will be making decisions on a rolling basis. You will be notified, via email, once a decision has been made.

If the Grant is Approved

- You will receive a notification email.
- You will be mailed a check, and asked to upload a letter of acknowledgement upon receipt of the grant payment.
- No grant report is required.

Please keep track of the length of time it takes to complete this application. You will be asked to provide feedback at the end of this form.

GuideStar

You may use your GuideStar profile to save time and populate your application form.

To do so, please click on the "Copy GuideStar Profile" button in the top right corner of your screen. Once the response fields have been populated, you may edit them within this application.
If you would like to learn more about the benefits of keeping your non-profit's GuideStar profile up-to-date, please use this link.
http://www.guidestar.org/rxb/products/resources/guidestar-profiles-for-grant-applications.aspx

Grant Submission Dates
- All grant applications will be reviewed on a rolling basis within six weeks of submission
- The final application deadline for 2020 is October 30, 2020
- If you have any questions please contact Foundation staff

Additional Information and Suggestions
- You may print a list of the application question using the icon at the top right of the screen.
- You do not need to complete this application in one session. At the bottom of the screen is an option to "Save Application".
- If you leave out required application information, the system will not allow you to submit without completing the missing section(s). You must then select "Update" and then "Submit Application" to finish the submission process.
- Please note, a final funding decision involves the Foundation reviewing a description of your proposal along with your organization's financial position.
- Application submissions will be confirmed by receipt of an email in your inbox.
- You do not need to send a hard copy of this application via postal mail.

Questions?
Please contact info@couchfoundation.org, if you would like to discuss prospective proposal ideas or need assistance in the application process.
If you have any questions regarding this online application process, please contact grants manager, Paula Lentoni at plentoni@mottphilanthropic.com

Please note, we are no longer using the "Copy Previous Answers" feature in grant applications. You will need to respond to each question individually.

Organization Information Review & Update
Before beginning this application, please review and update your organization's address and contact information on the "Applicant Dashboard".

Thank you.

**Organizational Information**

*I have reviewed and updated, if necessary, my organization's information listed on the "Applicant Dashboard".*

(name, address, telephone number, contact information)

**Choices**

Reviewed- No Updates Needed
Reviewed- New Information Provided

**Alternate Address**

If you are part of a larger institution, such as a hospital or university, please provide an address that will ensure documents and payments are deliverable.

*Character Limit: 500*

**Are you using a fiscal sponsor?**

*If your organization/project is not a 501(c)(3) tax exempt non-profit, but is being sponsored by a 501(c)(3) tax exempt non-profit, please select "Yes".*

Please upload a signed agreement between your organization and the fiscal sponsor under the attachment page.

**Choices**

Yes
No

**Fiscal Sponsor Information**

*If you answered "Yes" to the question above, please provide the following information.*

- Legal name of the fiscal sponsor
- Name of contact person, job title, and email address for the fiscal sponsor
- Postal address and telephone

*If the grant is awarded, this is where all documents and checks will be (e)mailed.*

*Character Limit: 1000*
Organizational Information

Please provide information about your organization below.

**Mission Statement**
*Please review your organization's mission.*

*If you selected the "Copy GuideStar Profile" icon, this section will be pre-populated with your organization's mission as provided on the GuideStar website.*

*This information may be edited as needed.*

*If you do not have a GuideStar profile, please enter your organization's mission statement below.*

*Character Limit: 3000*

**Year Organization was Founded**
*Character Limit: 20*

**Organizational Overview**
*Please provide a brief description of your organization, the history of the organization, and the nature of its work.*

*Character Limit: 3000*

**Fiscal Year End Date**
*Please enter the end date for your organization's fiscal year.*

*Character Limit: 10*

Please provide your organization's budget (**total expenses**) for the following fiscal years.

Please use **actuals** for past years.

**Total Organizational Budget for FY19**
*Please enter the organizations anticipated budget.*

*Please use this format #,###,###.## (No $).*

*Character Limit: 20*

**Total Organizational Budget for FY2020**
*Please enter the organization's anticipated budget for this fiscal year.*

*Please use this format #,###,###.## (No $).*

*If you do not have this figure, please enter $1.00*

*Character Limit: 20*
Organization's Top Five Funders*
Using the format below, please enter your organization's top 5 funders and the amount received for the past 12 months. If this information includes state or government contracts, please list at least 3 private funders. (ex. 1. ABC Foundation $500,000)
Character Limit: 1000

Request Information

Request Information

Request Type*
Please select the type of support you are requesting.
Choices
Unrestricted Support
Event Sponsorship
Endowment/Scholarship Support

Project Title*
If you are requesting unrestricted support, please enter "Unrestricted" as the Project Title.
If you are requesting sponsorship support, please include the name of the event and the date in the Project Title. (Example: ABC Golf Fundraiser- June 15, 2016)

If you are requesting scholarship or endowment support, please include the name of the fund in the Project Title.
Character Limit: 100

Grant Request Amount*
Character Limit: 20

Grant Funding
If you intend to use this funding for a specific purpose, please explain in 1-2 sentences.
Character Limit: 350

Event Sponsorship Information
If you are seeking event sponsorship from the Couch Family Foundation, please list any deadlines related to this request.
(e.g., acknowledgement publication, fundraising deadline, etc.)

If applicable, upload any sponsorship documentation to be completed by the Foundation.

**Grant Recognition**

*Please describe how the Couch Family Foundation will be recognized publicly for this award, if applicable.*

Character Limit: 3000

**Additional Funding Needs**

*Are there any other organizational funding needs you would like to share with the Foundation?*

Character Limit: 5000

**Feedback**

In our continued efforts to improve our application process, please respond to the questions below.

**Application Time**

*How long did it take to complete this application?*

(Ex. 2.5 = 2 hours, 30 minutes.)

Character Limit: 25

**Application Feedback**

*Using the space below, please share with us how you arrived at the number above. Also, we would appreciate you sharing any feedback (good or bad) you have regarding the online application process.*

Character Limit: 1000

**Attachments**
**Annual Report**
If available, please upload a copy of your organization’s most recent annual report. Alternatively, you may mail an annual report to:

*Couch Family Foundation*

c/o Mott Philanthropic

*800 Boylston Street, Suite 1560*

*Boston, MA 02199-8129*

*File Size Limit: 4 MB*

**Additional Information**
If you have any additional information you would like to share with the Foundation, please upload it here.

*File Size Limit: 5 MB*

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**Coding, Internal Staff Evaluation and Communication**

**Type of Support***
Please enter the type of support.

**Choices**
- Capital
- Challenge
- Endowment
- Project
- Scholarship
- Sponsorship
- Unrestricted
- Emergency Support