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Jefferson Regional Foundation Proposal Questions

Please note that that not all the questions listed below may appear on your proposal in the online portal due to branching question logic.

**Fiscal Sponsor Information**

1. Will your organization be using a fiscal sponsor for this request?
	1. If yes, please provide basic fiscal sponsor organizational information including organization’s tax identification number
	2. Fiscal Sponsor operating budget
	3. Upload of fiscal sponsor organization agreement letter and audited financial statement
	4. Fiscal sponsor represents and warrants that it maintains a written plan or policy for financial management related to this grant (including reconciling invoices, timing of grant dollar disbursements, etc.).
	5. Fiscal sponsor represents and warrants that it is current with all state and federal reporting requirements, including the filing of your Form 990s.
	6. Fiscal sponsor represents and warrants that it has purchased a policy or policies of liability insurance covering your obligations to the sponsored organization.
2. Basic information about the group using the organization as a fiscal sponsor

**Organizational Information**

1. (If not utilizing a fiscal sponsor) Basic organizational information including tax identification number
2. Applicant organization CEO/ED Information
3. Grant request primary contact person information
4. Applicant Organization fiscal year start and end months and budget
5. Applicant Organizational social media information (if appropriate)

**Request Profile**

1. Grant Request title (250-character limit)
2. Purpose of grant (2000-character limit)
3. Is this request for the Mon Valley Clean Air Fund?
	1. If so, has your organization ever been involved in litigation in support of or against U.S. Steel?
	2. If so, is this request for the purposes of advocacy or political lobbying activities?
	3. For the activities related to this request, does your organization currently or plan to employ or utilize the services of any person who has ever served as a testifying or non-testifying expert in support of or against U.S. Steel?
	4. Please indicate if this request addresses public health (promoting good health within communities, according to the American Public Health Association) and/or air quality.
	5. Please select the Mon Valley Clean Air Fund Communities that you will engage.
		1. Braddock
		2. Clairton
		3. Dravosburg
		4. Duquesne
		5. East McKeesport
		6. East Pittsburgh
		7. Elizabeth Borough
		8. Elizabeth Township
		9. Forward
		10. Glassport
		11. Jefferson Hills
		12. Liberty
		13. Lincoln
		14. McKeesport
		15. North Braddock
		16. North Versailles
		17. Pleasant Hills
		18. Port Vue
		19. Versailles
		20. Wall
		21. West Elizabeth
		22. West Mifflin
		23. All MVCAF Communities
4. What type of request is this? Select all that apply
	1. Capital: Funding specifically for the purpose of purchasing, renovating, or construction of facilities. (The Foundation only supports capital requests in rare cases. Please talk to us before choosing this type of support).
	2. Operating: Flexible funding that can be used to support the organization's day-to-day activities that are needed to fulfill its mission (rather than supporting a specific project or program).
	3. Program: Funding to support all or part of a specific program or project.
	4. Capacity-Building: Funding that helps organizations strengthen their effectiveness, impact, and sustainability through developing/updating strategies, systems, and structures. (Examples may include the use of third-party consultants, strategic planning, financial planning, and board development).
	5. Community Convening(s): Funding for organizations who have established community relationships in the Foundation's footprint to offer convening opportunities for residents to highlight community assets and share community challenges for the purpose of discussing/identifying strategies that will increase community health and well-being.
		1. For capital requests, what increase do you anticipate in total operating expenses will occur as a result of this project? (2000-character limit)
		2. For capital requests, how does the organization plan to raise and sustain additional operating funds? (2000-character limit)
		3. For capital requests, if you have a business plan, please upload it.
		4. For capital requests, total amount to be raised and committed funds to date.
		5. If you are requesting capacity building as part of your request, will a consultant be used?
		6. What is your process for selection of a consultant, and what qualifications will you be seeking? The Foundation can provide a list of vetted consultants for your review. (2000-character limit)
5. What is the total cost of the request for which you are seeking funding?
6. What amount are you requesting?

**Organizational Background and Operations**

1. Is there publicly available, up-to-date information about your organization (mission, history, programs, location(s), impact, and population served) that we can access to learn about your work? If so, where can we access this information?
	1. If no, please describe (3000-character limit)
2. Is the organization actively (internally and/or externally) working toward greater equity and inclusion for people of color, LGBTQIA+ folks, people with disabilities, women, gender non-binary people, and/or any other groups that are primary to the organization?
	1. If yes, please describe how. (2000-character limit)
3. Number of full-time staff at the organization
4. Do volunteers play any key roles for the organization?
	1. If so, please describe. (2000-character limit)

**Organizational Financial Information**

1. Please list the organization’s primary sources of revenue by percentage. (2000-character limit)
2. Did the organization have a completed audit and/or reviewed financial statements for the previous fiscal year? If so, please upload them.
3. Upload the organization’s current fiscal year budget.

**Demographics**

The Jefferson Regional Foundation embraces diversity, equity, inclusion, accessibility, and justice as fundamental principles embedded in its work. To operationalize this approach, The Foundation is tracking its grant-making efforts to understand reach and impact. Although it is not the only measure, collecting demographic data offers a lens for understanding which organizations and communities benefit from the Foundation's grant-making resources and which are underserved.

The Foundation is committed to using this data to identify areas where grantmaking should grow to ensure communities that, historically and presently, have had less access to philanthropic support have a role in shaping the organizations and programs that serve them.

1. How does your ED/CEO self-identify their race/ethnicity?
	1. African American/Black
	2. Asian/Asian American
	3. Hispanic/Latino/Latinx
	4. Native American/American Indian/Indigenous/Alaskan Native
	5. Native Hawaiian/Pacific Islander
	6. White
	7. Two or more races/ethnicities
	8. Unsure/Don’t know
	9. Other (please describe)
2. Does your organization currently collect demographic data regarding board members? If so, please enter the current racial/ethnic makeup of your organization’s board of directors in percentages.
3. Upload a list of Board of Directors/Trustees and Officers of the Board.
4. Does your organization currently collect demographic data regarding people served? If so, please enter the current racial/ethnic makeup of people served by your organization in percentages.
	1. If no, what measures does your organization use to identify communities served and impacted? (2000-character limit)

**Request Information**

1. If your organization has submitted a proposal for this request to another foundation in the past six months, would you like to reuse it? If so, upload it.
	1. Describe any relevant changes that have occurred since the application was written. (2000-character limit)
	2. Add the activities that will take place in the communities served by the Jefferson Regional Foundation. (2000-character limit)
	3. If not included in the previously submitted application, please upload the organization’s current fiscal year budget, a request budget, audited or reviewed financial statements, and any other additional attachments (letters of support, strategic plans, etc.).
2. What is the intended duration of your request?
	1. Less than one year
	2. One year
	3. Two years
	4. Three years
	5. Other
		1. Year 1, 2, and 3 requested amounts (if more than one year)
3. Start and end dates of request.
4. Provide an overview of the community barrier that you are addressing and how you determined this need. Include data with citations/sources that explains the issue in relation to health and well-being. (2000-character limit)

**JRF Communities**

1. As Jefferson Regional Foundation is a hyper-local funder focusing on communities served by AHN Jefferson Hospital, it is important for us to know where your programs operate. Please select the focus communities for the request from the list below. Select all that apply.
	1. Baldwin Borough
	2. Bethel Park
	3. Brentwood
	4. Clairton
	5. Dravosburg
	6. Duquesne
	7. Elizabeth Borough
	8. Elizabeth Township
	9. Forward
	10. Glassport
	11. Homestead
	12. Jefferson Hills
	13. Liberty
	14. Lincoln
	15. McKeesport
	16. Munhall
	17. Pleasant Hills
	18. Port Vue
	19. South Park
	20. South Versailles
	21. Versailles
	22. West Elizabeth
	23. West Homestead
	24. West Mifflin
	25. Whitaker
	26. Whitehall
	27. All JRF Communities
2. How are you engaging residents of the focus communities throughout the length of this request? (2000-character limit)
3. What positive impact will this request have on the community and how will that be demonstrated? (2000-character limit)

**Request Information Page 2**

1. Please select the Foundation grantmaking priorities and sub-categories that the request addresses below. Select all that apply.
	1. Health and Wellness
		1. Physical health
		2. Mental health
		3. Behavioral health
		4. Environmental health
		5. Basic needs-food
		6. Basic needs-housing
		7. Basic needs-transportation
	2. Education, Workforce, & Economic Opportunity
		1. Early childhood education/literacy
		2. Youth development
		3. Training
		4. Youth/adult/community education
	3. Community Engagement & Policy Work
		1. Advocacy
		2. Civic engagement
		3. Organizing
2. Please share a request summary that includes the following. If you submitted an initial answer through an LOI, please expand below on each question. We strongly recommend you address each of the following points in your response: (3000-character limit)
	1. Goals/Objectives-what are the broad, big picture goals of the request?
		1. List 3-4 objectives and how each will be measured.
	2. Activities-what you will do and how will you do it? (if request involves providing services, please include numbers of people served by activity)
	3. Staffing-who will work on the request?
	4. Location-where will activities take place?
	5. Timeline-when will activities take place? If available, please share your timeline.
	6. List any collaborations/partnerships with other organizations.
3. Please list your other sources of support or funding partners for this request (2000-characer limit)
4. How will the work continue beyond this grant request? Please share the plans for funding at the end of this grant period if a grant is awarded. List potential new funding sources or strategies you are developing (2000-character limit)
5. Upload a request budget if applicable. If applying for operating funds you do not need to complete a request budget. You may download the Foundation’s request budget template from the proposal or use one of your own.

**Attachments**

Attach any documents that may help us to understand your work and that may provide additional learning about this request. Examples can include memorandums of understanding, letters of support, strategic plans, pictures, videos, etc.

1. Upload any additional attachments including memorandums of understanding, strategic plans, letters of support, newsletters, audio/video clips, pictures, etc. Note that pictures submitted to the Foundation may be used in Foundation materials. If you would like to opt out of this option, please email Kelleigh.boland@jeffersonrf.org.
2. There may be things that you want to share with us that are not captured in your responses to the questions in this application. Please share below (2000-character limit)

**Authorization**

1. By typing my name, title, and date below I certify that I am duly authorized to submit this proposal on behalf of the organization named herein, and to the best of my knowledge the information contained herein is true, accurate, and complete.

**Length of App and Comments**

The Jefferson Regional Foundation is interested in better understanding the time required to complete our grant application. Your responses to these questions will be used to inform the Foundation's grantmaking processes and will not impact the consideration of this application.

1. Please share the time it took you to complete this application in the space below. (2000-character limit)
2. Please share any general comments on your experience completing this application. (2000-character limit)

Updated 12/2024