

THE CITY FUND
SAFER, STRONGER DC COMMUNITY OPPORTUNITY GRANTS



ADMINISTERED BY:



CONTACT:

THE CITY FUND TEAM

CITYFUND@CFNCR.ORG

WWW.THECITYFUND.ORG

THE CITY FUND

SAFER, STRONGER DC COMMUNITY OPPORTUNITY GRANTS

Funding Objective	<p>The City Fund Safer, Stronger DC Community Opportunity Grants seek to provide funding to nonprofits that help improve the lives of individuals and families living in District neighborhoods disproportionately impacted by inequities related to social determinants of health including: access to educational, economic and job opportunities, access to health care services, quality of education and job training and recurring exposure to violent crime.</p> <p>Grants are available for programs/projects located within the Safer, Stronger DC Community Partnerships target police service areas and providing services in the following issue areas: arts, education, environment, health, public safety, senior and disability services and workforce development.</p>
Geographical Areas Funded	Police Service Areas (PSAs): 507, 602, 604, 702, 705 & 706
Available Funding	\$250,000 for each PSA.
Application Requirements	Applicants must submit a proposal via The Community Foundation's online application system no later than 4:00 pm, Friday, November 11, 2016.
Mandatory Applicant Informational Webinars	<p>Two informational webinars will convene on Thursday, October 27th from 10:00 am to noon and Wednesday, November 2nd from 2:00 pm to 4:00 pm. All applicants must participate in one webinar to be eligible to apply.</p> <p>To register, please copy and paste one of the following links in your preferred web browser:</p> <ul style="list-style-type: none"> • Thursday, October 27th https://cc.readytalk.com/r/so97mm17clby&eom • Wednesday, November 2nd https://cc.readytalk.com/r/4mqefessdk78&eom
Eligibility Information	<p>Applicant organizations and partnerships must meet the following criteria to be eligible for grant consideration:</p> <ul style="list-style-type: none"> • 501(c) (3) designation. • For partnership applications, a 501(c)(3) non-profit organization must serve as the lead applicant or fiscal agent. <ul style="list-style-type: none"> ○ The lead applicant for all proposals must have a physical location in the District of Columbia ○ The funded program/project must exclusively serve District of Columbia residents. • Applicant organization, lead applicant and fiscal agent must be compliant with all District business and tax requirements, including: <ul style="list-style-type: none"> ○ Registration as a non-profit with the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) and be in good standing. ○ Possession of a valid Charitable Solicitation or Charitable Exempt license. ○ Arrearages less than \$100 to the District government. Applicants must complete and sign a Tax Waiver form. • Only one application per organization and/or Federal Tax Identification Number.
Grants Available	<p>Organizations may request between \$10,000 to \$50,000 in support of direct services for programs and projects for District residents in the targeted Police Service Areas identified. The grant period is one year. Grant awards will not be made for general operating support, expenses incurred or obligated prior to or after the grant period, capacity building support, capital improvements or advocacy efforts.</p>
Questions and Contact:	Please direct all questions to Manon Matchett mmatchett@cfncr.org .

BACKGROUND

Safer, Stronger DC Community Partnerships is part of the District's overall public safety agenda. This broad-based prevention strategy is rooted in public health with the recognition that reducing community violence is not accomplished through law enforcement alone. The approach fosters a community-oriented model to crime prevention and public safety.

For this round of City Fund grantmaking, organizations may request between \$10,000 to \$50,000 for programs located within one of the following Safer, Stronger DC Community Partnership target Police Service Areas (PSA): 507, 602, 604, 702, 705 and 706. In addition, organizations should identify one of the following issue areas for the program/project: arts, education, environment, health, public safety, senior and disability services and workforce development. The grant period is one-year.

CITY FUND ISSUE AREA PRIORITIES

The City Fund was created to support a prosperous and sustainable city for all. Through seven different issue areas, the City Fund seeks to enhance the optimal development and well-being of children and families; utilize place-based strategies designed to efficiently and effectively address significant neighborhood needs; employ the use of parent, resident and civic engagement leadership strategies; and preserve established and institutional community anchors. The goals for each issue area represent the inclusive and equitable opportunity for all populations to be served.

ARTS

Goal

To nurture creative talent and entrepreneurial enterprises and support innovative and cultural neighborhood institutions by:

- Using various artistic expressions to reflect the community's heritage and traditions,
- Cultivating native artistic talent, and
- Maintaining and enhancing cultural institutions.

EDUCATION

Goal

To improve educational outcomes by:

- Ensuring greater early success for all infants and toddlers,
- Excite and motivate children to learn and explore
- Sustaining neighborhood based learning centers
- Increasing family and community engagement
- Preparing youth for the economy of tomorrow.

ENVIRONMENT

Goal

To create a community environment more conducive for healthy living by:

- Providing more green landscapes,
- Expanding urban agriculture and community agriculture projects, and
- Ensuring children are educated in sustainability and prepared for a changing green economy.

HEALTH

Goal

To promote health and prevent and control chronic diseases and illnesses that disproportionately impact the targeted communities:

- Ensuring residents have access to quality healthcare,
- Reducing behavioral health problems (substance abuse, mental illness, trauma, etc.)
- Providing wrap-around services for children, youth and families
- Reducing sexually transmitted infections and increasing screenings during preventive care checkups,
- Ensuring residents have access to healthy foods, and
- Promoting healthy eating and active living.

PUBLIC SAFETY

Goal

To create communities that are conducive to healthy living by:

- Significantly reducing the incidences of violent crime,
- Reducing, domestic violence, sex trafficking and sexual exploitation, and
- Providing activities that allow young people to have safe experiences and to remain positively engaged while not in school or at work.

SENIOR AND DISABILITY SERVICES

Goal

To ensure that seniors and disabled residents are active, connected, healthy, engaged and happy in their environment by:

- Ensuring linkages to appropriate quality resources for independent and productive living in the community,
- Ensuring access to nutritious meals, physical and social activities, and financial preparedness for retirement and long-term-care needs,
- Supporting activities that create and strengthen partnerships to implement innovative practices, improve senior and disability services, and
- Increasing access to technology at home and in public places.

WORKFORCE DEVELOPMENT

Goal

To ensure that all community residents are equipped with the necessary skills and abilities to thrive by:

- Improving the quality and focus of job training programs,
- Supporting the transition from high school to postsecondary opportunities.
- Mitigating barriers to self-sufficiency for households below 30% of the average median income, and
- Creating workforce development strategies in various industries.

ELIGIBILITY INFORMATION FOR CITY FUND APPLICANTS

Applicant organizations and partnerships must meet the following criteria to be eligible for grant consideration:

- 501(c)(3) designation.
- For partnership applications, a 501(c)(3) non-profit organization must serve as the lead applicant and fiscal agent.
 - The lead applicant for all proposals must have a physical location in the District of Columbia
 - The funded program/project must exclusively serve District of Columbia residents.
- Applicant organization, lead applicant and fiscal agent must be compliant with all District business and tax requirements, including:
 - Registration as a non-profit with the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) and be in good standing.
 - Possession of a valid Charitable Solicitation or Charitable Exempt license.
 - Arrearages less than \$100 to the District government.
 - Applicants must complete and sign a Tax Waiver form.
- Only one application per organization and/or Federal Tax Identification Number.

Grants Available

Organizations may request between \$10,000 to \$50,000 in support of direct services for programs and projects for District residents. The grant period is one year. **Grant awards will not be made for:**

- Expenses incurred or obligated prior to or after the grant period,
- General operating expenses,
- Capacity building,
- Re-granting,
- Capital improvements and/or
- Advocacy efforts.

REVIEW PROCESS

Applications will be reviewed by an independent review committee comprised of The Community Foundation's staff and donors, issue experts, thought leaders and other colleagues. The review committee will use the following key criteria to evaluate and score each application:

- Documented history of organization's success in mission attainment.
- Strong overall organizational (or partnership) capacity, including effective financial management and a proven ability to use data and evaluation for continuous improvement.
- Evidence that there is a current or projected demand for organization's (or partnership's) program(s) and/or service(s) within the identified targeted Police Service Area.
- Addresses the time sensitive community need or opportunity
- Significant community involvement and active community partners.
- The number of individuals the organization anticipates it will be able to effectively serve with grant support.
- Ability to sustain program/project post grant award.

APPLICATION INSTRUCTIONS FOR CITY FUND APPLICANTS

The Request for Proposals (RFP) must be submitted via The Community Foundation's online system by **4:00 pm, Friday, November 11, 2016**. The online system will be available beginning **Thursday, October 27, 2016 at 3:00 pm**.

Faxed or hard copies will not be accepted. Incomplete or illegible Request for Proposals will not be reviewed.

Please note that all items uploaded as part of your application package must be submitted in PDF format. Please see Appendix B for a list of PDF creation resources. If you must use a document scanner to create a PDF, please ensure that the resulting file is easy to read and is not password protected.

Failure to comply with any of the guidelines or proposals that deviate from the required format will cause your application to be disqualified for review and grant award consideration. No extensions will be granted and the online system will automatically reject all late applications.

I. Organizational Information (Completed Online – No attachment required)

1. Organization Information (Required for all applications)

Please provide the following information for your organization. If you are applying as a partnership, provide this information for your partnership's lead organization (fiscal agent).

- a. Organization name and address and full contact info
- b. Federal Tax Identification Number
- c. Organization's website address
- d. Organization's mission [75 word maximum]
- e. Total organizational budget for current fiscal year
- f. Fiscal period [MM/YYYY – MM/YYYY]
- g. Ward where organization is located
- h. Police service area where organization is located
- i. Population(s) currently serving [Check All that Apply]
 - i. Children (5 – 12 years)
 - ii. Youth (13 – 18 years)
 - iii. Young Adult (19 – 24 years)
 - iv. Seniors (55 years and older)
 - v. Families (Children, Youth, Adults and/or Seniors)
- j. Name of Chief Executive (Prefix, First Name, Middle Initial, Last Name, Suffix)
 - i. Title
 - ii. Email
 - iii. Phone
- k. Name of main contact for this proposal, if other than Chief Executive
 - i. Title
 - ii. Email
 - iii. Phone

2. Proposal Request (Required for all applications)

- a. Name of program/project
- b. Amount requested [Between \$10,000 to \$50,000]
- c. Program/Project budget
- d. Purpose of request [75 word maximum]
- e. City Fund issue area [Limit one]
- f. Ward served by proposed program/project

Proposed Police Service Area for Program/Project

- i. PSA 507
- ii. PSA 602
- iii. PSA 604
- iv. PSA 702
- v. PSA 705
- vi. PSA 706
- g. Name and address of proposed program/project site
- h. Estimated number of people to be served by proposed program/project
- i. Is this a partnership [Yes or No]
- j. Is this a new or existing program/project [New or Existing]
- k. Project start date [MM/YYYY – MM/YYYY]
- l. Project end date [MM/YYYY – MM/YYYY]

II. Narrative (Maximum of 10 Pages Double-Spaced, 11 point or higher font, 1” Margins)

Organizational Background

The background section should introduce the review committee to the applicant(s). Please:

1. Describe your organization’s mission, history and key programs.
2. What specific community needs or issues does the organization address?
3. Describe the strategies the organization utilizes to tackle these issues.
 - a. What proven best practice(s) have been implemented?
 - b. Identify the results, impact and/or lessons learned.
4. Describe the organization’s most significant challenge(s) within the last year.
5. Describe the organization’s most important accomplishment(s) within the last year.
6. Describe the leadership/governance of the organization and their respective roles.

Proposed Project

Describe the activities you propose to carry out if selected as a grantee of the City Fund:

Program/Project Design

1. How will the City Fund grant be used. Describe your request.
 - a. Purpose of program/project.
 - b. Is this a new project or a continuation/expansion of an existing effort?
 - c. How will this funding request improve the organization’s ability to achieve its programmatic or organizational goals?
2. Describe the neighborhood the program/project will serve.
 - a. What are the neighborhood challenges?
 - b. What are the neighborhood assets?
 - c. How will the program/project improve the quality of life in the neighborhood?
3. Describe the population(s) you serve and how they will benefit from this work.
 - a. How will this program/project engage and empower the residents of the neighborhood?
 - b. How does this program/project increase the knowledge and skills of residents?
4. Make the case that your organization/partnership has the capacity to carry out this work.
 - a. If you are applying as a partnership, please note whether the partners have worked together in the past and if so, in what context.
 - b. What evidence can you provide that the organization (or partnership) has a demonstrated track record to accomplish the work of the program/project?
5. If applicable, how will the organization (or partnership) connect to the work of other organizations in the same field and/or geographic area?

Anticipated Outcomes

1. Describe the program/project goals, outputs and measurable outcomes (defined as concrete changes or impact) for the grant period (2-3 specific priorities) and how a grant award will enable you to accomplish them.
2. What data/performance measures will you use to evaluate the success of the program?
3. Describe how or if the program/project will be sustained after the City Fund grant period expires.

Project Management

1. Please include a brief timeline of all proposed grant activities. The activities should coincide with the program/project start and end date.
2. Who will be directly involved in implementing and/or executing the activities of the program/project?
3. If you are applying as a partnership, please briefly describe your strategy for managing your efforts across multiple organizations.

All attachments must be uploaded as a PDF. Please make sure that documents are not password protected. Applications that do not include all required information will be disqualified. In addition, illegible or incomplete applications will not be considered. Applicants will not be contacted to provide missing or illegible information.

III. Attachments

(Required for all applications) All applicants must submit:

1. Organizational/Lead Applicant Information
 - a. A one-page organizational chart.
 - i. Include staff titles.
 - ii. Indicate number of full-time and part-time employees.
 - b. Key program/project staff profiles. Short biographies (no more than ½ page each; no resumes) of staff and volunteers essential to the success of the program/project.
 - c. Board member list
 - i. Titles
 - ii. Terms
 - iii. Occupations
 - iv. Places of Employment
 - v. Ethnicity **(Required - May provide aggregate information)**
 - d. Commitment to diversity of board and staff statement.
2. Organizational/Lead Applicant Financial Documentation
 - a. Current fiscal year's organizational budget (include all revenue, expenses, actuals and variance for the reporting period specified).
 - b. List of major funders for current fiscal year. Please include funding amounts and indicate whether the funding was received, is committed or is projected.
 - c. Comparative organizational balance sheet for most recent closed month from current and previous fiscal year. E.g. Month 2016 versus Month 2015.
 - d. Most recent audited financial statements (including auditor's management letter). If no audit, then provide pages 1 thru 6 of most recent IRS Form-990. Information should not be older than two years.
3. Program/Project Grant Budget
 - a. A detailed program budget that summarizes revenue and expenses for the grant period.
 - i. When applicable, please include information on other resources (cash or in-kind) that will be leveraged to provide the services described in your proposal.
 - ii. Provide specifics on how the City Fund grant will be allocated within the program/project budget. Create a separate column and provide the dollar amount for the applicable line items.
 - b. A one-page budget narrative. *Budgets accompanying applications from partnerships should clearly state how much funding will be allocated to each partner.*
4. District of Columbia Business and Tax Requirements
 - a. Certificate of Good Standing issued after August 1, 2015
 - b. District of Columbia Basic Business (Charitable Solicitation/Charitable Exempt) License
 - c. Tax Waiver Form (Signed and dated by certifying official)

Partner Profile(s) (Required only for partnerships)

For each member of your partnership, provide a one-page profile with the information listed below. Please note that it is not necessary to provide a partner profile for the lead applicant since the lead applicant's profile is included in the Executive Summary.

1. Organization name and address and full contact info
2. Name of Executive Director and email/phone/fax
3. Name of main contact for this proposal, if other than Executive Director and email/phone/fax
4. Tax exempt status/EIN Number
5. Fiscal agent organization name, address, and Executive Director (when applicable)
6. Organization's website address
7. Organization's mission [75 word maximum]
8. Total organizational budget for current fiscal year
9. Organization's fiscal year [MM/YYYY – MM/YYYY]
10. Geographic area(s) currently served
11. Population(s) currently served
12. Partner role and responsibility

Memorandum of Understanding (Required only for partnerships)

If you are submitting a joint application in partnership with multiple organizations, please include a Memorandum of Understanding (MOU), outlining the roles, responsibilities and deliverables of each partner that will receive funding and/or provide services under this grant. Please make sure that the MOU is signed by the Chief Executive Officer or an authorized officer for each partner.

Appendix A: How to Use the Community Foundation's Online Grant Application System

System Requirements

Applicants must have a functioning Internet connection and one of the following browsers, with cookies enabled:

Internet Explorer v7 or higher

Firefox v3 or higher

Safari and Google Chrome are not compatible

To submit a full proposal, cut and paste the link below into your preferred web browser:

https://www.grantrequest.com/SID_5491?SA=SNA&FID=35025

Online Application Process

1. **Access the application form.** Use the link listed above.
2. **Enter data.** As needed, update any organizational information in the fields provided.
3. **Upload proposal attachments.** The next page of the online application system allows you to upload the required proposal attachments.
 - a. Each required attachment must be individually uploaded into the system and properly labeled. Only one document may be uploaded for each required attachment.
 - b. Documents will only be accepted in PDF file format. Please reference Appendix B for a list of PDF software resources.
4. **Save and finish later.** At the bottom of any page of the application, you can click Save & Finish Later to save the data entered thus far and return later to complete the application prior to the submission deadline. To access your account and finish your partially completed application click here:
https://www.GrantRequest.com/SID_5491?SA=AM
5. **Submit your application.** Carefully review your application for completeness. Please refer to Appendix E. Click the submit button to send your application to The Community Foundation. You will receive an email confirming receipt of your application. **If you do not receive a confirmation, please check your spam filter/folder.**

The online system will be available beginning Thursday, October 27th at 3:00 pm..

Proposals that do not include all the elements as stated will not be considered for funding.

Proposals that are incomplete or illegible will not be reviewed or considered for funding.

If you have any questions, contact Manon Matchett at mmatchett@cfncr.org.

Appendix B: PDF Conversion Programs

Please note that all application attachments must be submitted as PDF documents.

When naming your file, please do not use special characters (such as /, *,% , etc.) or spaces in the file names. Such files are unrecognizable as PDFs to some systems.

If you must use a document scanner to create a PDF, please ensure that the resulting file is easy-to-read.

Please remove any password protections or coding prior to uploading your documents.

The list below contains some of the PDF generators available, many of which are free or very inexpensive. The Community Foundation does not endorse any particular software.

- Adobe
<http://www.adobe.com/products/acrobatstd/main.html>
- Bullzip PDF Printer
<http://www.bullzip.com/products/pdf/download.php>
- FreePDF
http://freepdfxp.de/index_en.html
- novaPDF
<http://www.novapdf.com/>
- PDF24 Creator
<https://en.pdf24.org/>
- PDFcreator
<http://www.pdfforge.org/pdfcreator>

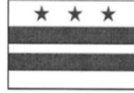
Illegible or incomplete applications will not be considered.

Appendix C: District of Columbia Business and Tax Requirements

Initial File #:

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
CORPORATIONS DIVISION

Certificate of Good Standing



CERTIFICATE

THIS IS TO CERTIFY that all applicable provisions of the District of Columbia Business Organizations Code (Title 29) have been complied with and accordingly, this **CERTIFICATE OF GOOD STANDING** is hereby issued to

COMMUNITY FOUNDATION FOR THE NATIONAL CAPITAL REGION (THE)

WE FURTHER CERTIFY that the domestic filing entity is formed under the law of the District on 12/4/1973; that all fees, and penalties owed to the District for entity filings collected through the Mayor have been paid and Payment is reflected in the records of the Mayor; The entity's most recent biennial report required by § 29-102.11 has been delivered for filing to the Mayor; and the entity has not been dissolved. This office does not have any information about the entity's business practices and financial standing and this certificate shall not be construed as the entity's endorsement.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 10/26/2012 10:15 AM

Business and Professional Licensing Administration



Patricia E. Grays

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Vincent C. Gray
Mayor

Tracking #: AnGwXAbZ

Basic Business License

 GOVERNMENT OF THE DISTRICT OF COLUMBIA Vincent C. Gray	Department of Consumer and Regulatory Affairs Business License Division 1100 4th Street S.W. Washington DC 20024	Date Issued: 11/21/2012 Category: 4002 License #: License Period: 11/1/2012 - 10/31/2014			
BASIC BUSINESS LICENSE					
Billing Name and Address: COMMUNITY FOUNDATION FOR THE NATIONAL CAPITAL REGION (THE) 1201 15th Street N.W., Suite 420 Washington, DC 20005	Premise/Application's Name and Address: COMMUNITY FOUNDATION FOR THE NATIONAL CAPITAL REGION (THE) 1201 15TH ST NW, STE 420 WASHINGTON, DC 20005	Registered Agent's Name and Address: ANDRIENNE BROWN 1201 15th Street N.W., Suite 420 Washington DC20005			
Owner's Name Corp. Name COMMUNITY FOUNDATION FOR THE NATIONAL CAPITAL REGION (THE) Trade Name					
Co/O/HOP#:	SSL: 0213 0017	Zone:	Ward: 2	ANC:	PERM NO.
		LIMITS: 1			
General Business - Charitable Solicitation			Charitable Solicitation Designation		
-- THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES --					
*License Effective from the later of Issued or Start of License-Period Date					Director: Nicholas A. Majett

Appendix D: Tax Waiver Form
TAX WAIVER FORM

This form is a Waiver Form for the Release of District Tax Information from the Office of Tax & Revenue, Office of the District of Columbia Chief Financial Officer.

<i>Business Name</i>		
<i>Trade Name if Different from Business Name</i>		
<i>Federal Employee Identification Number</i>		
<i>Property Address</i>	<i>Square</i>	<i>Lot</i>
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Mailing Address if Different from Property Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>

I hereby give the District of Columbia Office of Tax and Revenue ("OTR"), Office of the Chief Financial Officer, consent to release _____ tax information, to include real property tax information if applicable, to the Community Foundation for the National Capital Region ("Community Foundation"). I understand that the information released under this consent is limited to whether or not I am in compliance with the District of Columbia's tax laws and regulations as of **January 1, 2016**.

If _____ is not in compliance, I further consent that the OTR may inform the Community Foundation whether or not is maintaining a payment agreement. I understand that this information is merely for the purpose of determining whether or not _____ is in compliance with the revenue laws of the **District of Columbia** and for verifying _____ business address; but does not include disclosure of _____ actual tax returns. I further understand that the information that is received from the OTR pursuant to this release will be placed in my file that is maintained by the Community Foundation and is not subject to dissemination to any individual outside of the Community Foundation.

I hereby authorize the Office of the Chief Financial Officer, Office of Tax and Revenue, access to review and research my taxes for the past three years – **tax years 2013, 2014 and 2015**.

<i>Signature of Authorized Representative</i>	<i>Date</i>
<i>Print Name of Authorized Representative</i>	<i>Title</i>

c/o The Community Foundation for the National Capital Region
 1201 15th Street NW, Suite 420
 Washington, DC 20005
 202.955.5890 Main 202.955.8084 Fax

Appendix E: Application Checklist

Prior to the submission of your application, please make sure that all the required information and documentation is included. Once the application is submitted, it cannot be altered. Documents with password protections will not be reviewed. Illegible or incomplete applications will not be considered. Applicants will not be contacted to provide missing or illegible information.

<input type="checkbox"/>	Organizational Summary (Completed Online - Required for all applications)
<input type="checkbox"/>	Narrative (Required for all applications – 10-page maximum; double-space 11 point font or higher)
<input type="checkbox"/>	Attachments (Required for all applications – PDF; Free of passwords/passcodes)
<input type="checkbox"/>	Organizational/Lead Applicant Supporting Documents (All of the following information is required for all applications)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organizational Chart <ul style="list-style-type: none"> ○ Include staff titles ○ Include the number of full and part-time employees
<input type="checkbox"/>	<ul style="list-style-type: none"> • Key Program/Project Staff Profiles [No resumes]
<input type="checkbox"/>	<ul style="list-style-type: none"> • Board List <ul style="list-style-type: none"> ○ Board Demographic Information <ul style="list-style-type: none"> ▪ Titles ▪ Terms ▪ Occupations ▪ Places of Employment ▪ Ethnicity (Required - May provide aggregate information or by individual) ○ Statement of commitment to diversity of staff and board
<input type="checkbox"/>	Organizational/Lead Applicant Financial Documentation (All of the following information is required for all applications)
<input type="checkbox"/>	<ul style="list-style-type: none"> • For current fiscal year provided: <ul style="list-style-type: none"> ○ Organization's fiscal year budget (included reporting period, all revenue, expenses, actuals and variance) ○ Listed current fiscal year's major funders. <ul style="list-style-type: none"> ▪ Funding amounts ▪ Funding status: received, committed or projected.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Comparative organizational balance sheet for most recent closed month from current and previous fiscal year. E.g. Month 2016 versus Month 2015.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Most recent audited financial statements (including auditor's management letter). If no audit, then provided pages 1 thru 6 of most recent IRS Form-990.
<input type="checkbox"/>	Program/Project Grant Budget (Required for all applications)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Detailed program/project budget that summarizes revenue and expenses. If applicable, included information on other resources (cash or in-kind) that will be leveraged to provide the services described in proposal. Provided specifics on how the City Fund grant will be allocated within the program/project budget.
<input type="checkbox"/>	<ul style="list-style-type: none"> • A one-page budget narrative. Detailed information on the line item expense.
<input type="checkbox"/>	Partner Profiles (Required only for partnerships)
<input type="checkbox"/>	Memorandum of Understanding (Required only for partnerships; Signed and dated by Chief Executive or certifying official for each partner)
<input type="checkbox"/>	District of Columbia Business and Tax Requirements
	<ul style="list-style-type: none"> • Certificate of Good Standing issued after August 1, 2015 • District of Columbia Basic Business (Charitable Solicitation/Charitable Exempt) License • Tax Waiver Form (Signed and dated by certifying official)