INVESTING IN LEADERS OF COLOR
APPLICATION QUESTIONS

THIS DOCUMENT CAN NOT BE SUBMITTED AS AN APPLICATION.

Investing in Leaders of Color grant applications must be submitted online. This document lists the questions that are on the Investing in Leaders of Color grant application. We have created it to help applicants review the questions and draft their responses. To apply for the Investing in Leaders of Color grant please go to our Online Grant Application portal, at www.maineecf.org and click the “Log In” button at the top of the page or click here: https://maine-grants.fluidreview.com/. Online applications will be available on July 24th, 2020. If you have questions please contact Gloria Aponte C. at gaponteclarke@mainecf.org

Organizational Overview

Organization Name and EIN
Please enter the exact legal name of the organization. If your organization does business under a different name, please enter that in the DBA or "doing business as" field. An EIN (Employee Identification Number) is a nine digit number (00-0000000) issued by the IRS. If your organization does not have an EIN you may enter NA in this field.

Organizations Legal Name:______________________________________________________
DBA (doing business as):________________________________________________________________
EIN (Employee Identification Number):_____________________________________________

Organization Address
Please enter your organization's primary mailing address. Grant decision correspondence will be sent to this address.
Street:_______________________________
City:_______________________________
State:______________________________
Zip Code:__________________________
County:____________________________
Phone:____________________________
Website:___________________________

Grant Application Contact (this is your contact information).
First Name:__________________________
Last Name:___________________________
Title:_______________________________
Phone:____________________________
Email:_____________________________

Organization Mission
Briefly describe the organization's mission or purpose and the primary population(s) served. (150 words maximum)
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Programs and Services
Briefly describe one or two of your organization’s most important programs. (150 words maximum)

Number of Staff: ________________________________
Number of Volunteers: ___________________________
Year founded: __________________________________

Organization CEO/President, lead officer
List the name of the person in the leadership role for this organization
First Name: ________________________________
Last Name: ________________________________
Title: ______________________________________
Phone: _____________________________________
Email: ______________________________________

Fiscal Sponsor (If Applicable)
If your organization does not have 501c3 public charity status you may be eligible for fiscal sponsorship. Please check eligibility guidelines here before proceeding: https://goo.gl/y2gGGn
First Sponsor: ________________________________
Contact Name/Title: ____________________________

Organizational Information
Issue Area
Select up to three of the following areas that best describe the focus of your organization.

- Animal-Related
- Arts/Culture/Humanities
- Civil Rights/Advocacy
- Crime/Legal-Related
- Education
- Environment
- Employment
- Food/Agriculture/Nutrition
- Health and Wellness
- Housing/Shelter
- Human Services
- Medical Research
- Mental Health
- Philanthropy/Volunteerism
- Youth Development
- Public Safety
- Recreation/Sports
- Science/Technology
- Social Science
- Community Improvement

Additional Information
Please let us know if your organization aligns with any of our strategic goals. Check all the following categories that apply.
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Note: The following is for our internal use only and will not be used to evaluate your proposal.

☐ Early childhood: Supporting a strong start for children (age 0-5)
☐ Access to education: Helping adult learners and nontraditional students
☐ Racial Equity: Improving access to opportunities for people of color
☐ Older People: Improving quality of life for people over 60
☐ Entrepreneurship and innovation: Helping entrepreneurs and innovators thrive
☐ None of these apply

Primary County Served

Identify the county that your organization serves.

☐ Androscoggin ☐ Hancock ☐ Oxford ☐ York ☐ Statewide
☐ Aroostook ☐ Kennebec ☐ Penobscot ☐ Washington
☐ Cumberland ☐ Knox ☐ Piscataquis ☐ Somerset
☐ Franklin ☐ Lincoln ☐ Sagadahoc ☐ Waldo

Organization Financial Information

Please note: Public schools and Municipalities do not need to complete this section. All other applicants should refer to your organization's IRS 990 form, Part I and Part IX for information for this section. A sample Organization Budget Form is available on our webpage to download a copy of this form for your reference.

Please use only numbers, no commas, decimal points, or currency signs, for example: 25000, not $25,000.00

Operating Budget

Please provide information from the most recent completed fiscal or financial year. If your organization is new this year, please estimate the current fiscal year's information.

If your organization is exempt from this requirement you may use a placeholder in this field (zeroes or xxx's) and the information will not be included in the application

Fiscal Year Operating Budget: ________________________________

Fiscal Year

This is the dates of the fiscal year for the Operating Budget you listed above.
Example: Start date: July 2018 End date: June 2019

Start date ___________ End Date _______________

Total Revenues Minus Total Expenses: ________________________________

Deficit Explanation

If your expenses exceeded revenues for the last fiscal year, please explain how this shortfall was financed. (150 words maximum)

___________________________________________________________________________________________

___________________________________________________________________________________________
Leadership Questions

Note: We've provided some examples of answers to help explain the questions and how to answer them. These are not examples of things that will definitely be funded or things that you must say.

150 words maximum for each answer.

1. Why do you want to be part of this program?
   Example: Being part of this program will help me build my leadership skills and...; Joining this program will give me skills to help my organization...; I want to join this program because my organization does not currently have the funding for professional development

2. Why is now a good time for you to get coaching?
   Example: We recently hired a new staff member and I now have time to focus on professional development...; The COVID 19 crisis has been a challenge for our organization and now is a good time for...; This is my first time in a leadership role.

3. How will the coaching help you and your organization?
   Example: Coaching will help me develop new skills to move our organization forward...; We would like to expand our racial equity work but are not sure what direction to take next...; I need to learn how to manage staff members.

4. How does your work address racial equity?
   Please describe the ways you and your organization work towards achieving racial equity in Maine. Example: We provide culturally appropriate food to low-income families of color...; I participate in a monthly Racial Equity Coalition that brings together providers across the state...; I run a wellness programs for people of color...,

5. How do you involve your community in your work?
   Please describe the community that you and your organization serve and how they have a voice in the work you do. Examples: We ask community members if we are helping. We train community members to give programs to their peers. Before starting a new program we ask community members what they think.

6. What are your goals for the program?
   The purpose of the Investing in Leaders of Color program is to support nonprofit leaders of color. Please describe your top needs or priorities (no more than 3), by completing this sentence: I want...
   Examples: training to help my board learn about fundraising, finding the right board members, training board members to learn how to raise money for my organization, how to recruit and train volunteers, learn how to manage our finances and work with our book keeper.
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Additional Required Materials
(In the online application system you will be able to upload these items as attachments.)

**Required for all applicants:** List all the members of your organization's board or advisory committee. Please include each member's occupation and city/town of residence.

**Other documents that may be required:**
Review the following conditions to determine what additional documents are required with your application.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your organization is not a recognized 501(c)(3) tax-exempt public charity and you are applying with a fiscal sponsor</td>
<td>MaineCF’s Fiscal Sponsorship Agreement Form completed and signed by an authorized representative of each entity. The form and frequently asked questions can be found <a href="#">here</a>.</td>
</tr>
<tr>
<td>If you are applying for a project that includes working with in a school</td>
<td>A letter of agreement from a school representative that explains the school's level of involvement.</td>
</tr>
<tr>
<td>If you are applying for a project that includes a partnership with another organization (other than a school)</td>
<td>A letter of agreement from the partner organization that explains their level of involvement.</td>
</tr>
<tr>
<td>If your organization is a public school or school district</td>
<td>A letter from the principal or superintendent agreeing to accept MaineCF grant funds for your project.</td>
</tr>
<tr>
<td>A municipal library</td>
<td>A letter from the Town or City Manager confirming your organization's municipal status. (Note that libraries with separate 501(e)(3) tax-exempt public charity status do not need this letter.)</td>
</tr>
<tr>
<td>A town/city or government/municipal agency</td>
<td>A letter from the head of agency agreeing to accept MaineCF grant funds for your project.</td>
</tr>
</tbody>
</table>

If you do not have electronic versions of these materials, please download this [Cover Sheet](#) and mail these materials to the Maine Community Foundation.

Please **DO NOT INCLUDE**:

- Audited financials or 990 forms
- 501c3 letters of determination
- Annual Reports
- General letters of support

**This is the end of the application. You will be asked to agree to our terms and conditions and digitally sign your application.**