2022 Cycle 2 Online

Executive Summary

Please note: Opportunity Fund engages community panelists to review applications and make recommendations to the board. Please include information throughout your application for people who may not have prior knowledge about your work.

Grant Request Name*

Character Limit: 150

Amount Sought from the Opportunity Fund*

Character Limit: 20

Type of Support

This answer is from the Letter of Inquiry (LOI). Please let us know if you need to update the type of support.

Choices

General Operating Support
Program/Project Support
Capital Campaign

Summary of Request*

This is the 1-2 sentence summary from the LOI. You may edit as needed.

Character Limit: 450

Preferred Method of Communication

How would you like to be contacted if we have questions about your application? (phone, email, text, other...)

Character Limit: 400

Eligibility

The Opportunity Fund can only fund organizations with 501(c)(3) status and governmental entities.

Choices

My organization is a 501(c)(3)
My organization is a 501(c)(3) and is acting as a fiscal sponsor on another group's behalf.
My organization is a governmental entity.
Organization

Answers to several questions in this section can be downloaded from Guidestar using the "Copy Guidestar Profile" button at the top of the form if your Guidestar Profile is up to date. For more information on Guidestar profiles and to start updating your profile, click here.

Mission Statement*
Type your organization's mission statement here.
Character Limit: 1000

Year Founded*
Character Limit: 4

Tip for the following financial questions:
Fiscal year: the twelve-month period that an organization uses for financial budgeting, reporting, taxes, etc. that does not necessarily correspond to the calendar year beginning on January 1st.

Total Revenue*
What was the organization's total actual revenue for LAST fiscal year?
Character Limit: 20

Total Expenses*
What were the organization's total actual expenses for LAST fiscal year?
Character Limit: 20

Current Operating Budget*
Please upload an operating budget (single-page preferred) for the full organization for the current fiscal year, including income and expenses. Preferred format includes a column for last year’s actuals next to a column for the current year budget.

Please explain if there is a big change in this year’s budget - for example, if last year’s operating budget was meaningfully larger or smaller than this year’s operating budget. (Examples: new major costs, significant increases or decreases, additional or reduced staff, etc.)

If your organization does not have an operating budget, please contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.
Character Limit: 1500 | File Size Limit: 2 MB

Board Roster*
Please provide a board roster or a link to a webpage where current board members are listed.
Character Limit: 2000 | File Size Limit: 1 MB
Board, Leadership, and Staff Demographics*
What is the breakdown of the board and staff leader(s) by race, gender, disability, and/or any other identity categories that are primary to the organization? Some organizations may not have details on your entire staff and board. Please provide any information that you have available about the leadership team. Whenever possible, please gather information about how people publicly self-identify.

Recommended Character Count: up to 1,500
Character Limit: 3000

Fiscally Sponsored Group

Sponsored Group: Name
What is the name of the organization or group being sponsored?
Character Limit: 150

Sponsored Organization: Year Founded
Character Limit: 4

Sponsored Group: Address
Character Limit: 250

Sponsored Group: Website
Character Limit: 2000

Sponsored Group: Mission
Character Limit: 1000

Sponsored Organization: Operating Budget Size
Please provide the current year’s total expenses (operating budget size) for the sponsored group - or the most recent number available.
Character Limit: 20

Sponsored Group: Current Operating Budget*
Please upload an operating budget (single-page preferred) for your entity for the current fiscal year, including income and expenses. Preferred format includes a column for last year’s actuals next to a column for the current year budget.

Please explain if there is a big change in this year’s budget - for example, if last year’s operating budget was meaningfully larger or smaller than this year’s operating budget. (Examples: new major costs, significant increases or decreases, additional or reduced staff, etc.)
If your entity does not have an operating budget, please contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.

*Character Limit: 5000 / File Size Limit: 4 MB

If your organization does not have any financial statements, please contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.

**Sponsored Organization: Structure**
Briefly describe the organizational structure of the sponsored group. What type of staff/member/volunteer team is in place? What is the breakdown of the team by race, gender, disability, and/or any other identity categories that are primary to the work of the group?

*Whenever possible, please gather information about how people publicly self-identify.

*Character Limit: 1000

**Sponsored Group Contact: First Name**

*Character Limit: 75

**Sponsored Group Contact: Last Name**

*Character Limit: 75

**Sponsored Group Contact: Job Title**

*Character Limit: 75

**Sponsored Group Contact: Phone Number**

*Character Limit: 125

**Sponsored Group Contact: Email**

*Character Limit: 254

**Fee for Fiscal Sponsorship**
Percentage fee your organization charges for fiscal sponsorship services.

*Character Limit: 20

**Fiscal Sponsor Agreement**
Please submit the written sponsorship agreement that you have executed with the sponsored group. It must be dated and signed by both parties.

*File Size Limit: 2 MB

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**Category**

**Funding category**
Which category best fits your grant request?

*This is the answer you provided in your LOI.*
Choices
Arts
Social & Economic Justice

Subcategory: Arts
If "Arts" is the primary category, which subcategory best describes the work?

Leave blank if "Social & Economic Justice" is the primary category.

Choices
DANCE
MUSIC: Classical Chamber
MUSIC: Jazz
MUSIC: Other
THEATRE
VISUAL ART: Craft
VISUAL ART: Other
MULTIDISCIPLINARY
Other

Subcategory: Social & Economic Justice
If "Social & Economic Justice" is the primary category, which subcategory best describes the work?

Leave blank if "Arts" is the primary category.

Choices
BLACK-LED MOVEMENT WORK
CIVIL LIBERTIES
CIVIL RIGHTS
HUMAN RIGHTS
REPRODUCTIVE FREEDOM
SAFETY NET RESOURCES: Economic Independence
SAFETY NET RESOURCES: Healthcare
SAFETY NET RESOURCES: Housing
SAFETY NET RESOURCES: Social Services
SAFETY NET RESOURCES: Tangible Aid
SAFETY NET RESOURCES: Transportation
Other

Multiple Categories
The work may intersect between multiple categories. Check all boxes that reflect a core purpose of the work related to this request.

NOTE: No special preference is given based on the number of boxes checked, if any at all.

Choices
BLACK-LED MOVEMENT WORK
CIVIL LIBERTIES
CIVIL RIGHTS
HUMAN RIGHTS
REPRODUCTIVE FREEDOM
SAFETY NET RESOURCES: Economic Independence
SAFETY NET RESOURCES: Healthcare
SAFETY NET RESOURCES: Housing
SAFETY NET RESOURCES: Social Services
SAFETY NET RESOURCES: Tangible Aid
SAFETY NET RESOURCES: Transportation
DANCE
MUSIC: Classical Chamber
MUSIC: Jazz
MUSIC: Other
THEATRE
VISUAL ART: CRAFT
VISUAL ART: Other
MULTIDISCIPLINARY
Other

Purpose of Request
The following questions build upon those asked in the LOI.

Tips for request dates:

For General Operating Support Requests: If the award date for this cycle falls during the first half of your fiscal year, you may use the start of the current fiscal year. If the award date falls during the second half of your fiscal year, you should use the start of your next fiscal year.

For Project/Program Requests: We strongly recommend that program/project requests have a start date after the award notification date for this cycle.

Start Date*
Make this date as precise as possible.
Character Limit: 10

End Date*
Make this date as precise as possible. A final report will be due 30 days after this date.
Character Limit: 10

Context/Background Information
(Optional) Share any background information about the organization or group that would provide relevant context as we learn about this specific request. (This is the response from the LOI that you may edit as needed.)
Recommended Character Count: up to 1,500
Overview of Grant Request*
This is the overview from the LOI.

If this is a request for general operating (i.e. unrestricted) support, share a concise overview of the work or programming of your organization.
If this is a request for project or program support, share a concise overview of the project or program that this funding would support.

NOTE: If necessary, you may cut and paste some of this language to answer questions below.

Recommended Character Count: up to 1,500
Character Limit: 3000

Goals*
These are the goals from the LOI.
Please review these goals. Are you likely to be able to accomplish--or make progress toward--these goals by the end of the grant period? If not, please edit the goals so they are achievable.

Recommended Character Count: up to 1,500
Character Limit: 3000

OPTIONAL: Anything Else?
This was the response, if any, that you provided in your LOI. You are welcome to cut and paste any of this text if it makes sense in another part of this full application.

Recommended Character Count: up to 1500
Character Limit: 3000

Design*
Describe what you will do. Include the activities, strategies, staffing, partners, and timelines as appropriate for the project, program, or organization.

If requesting general operating, specify how these funds would impact your current activities, strategies, and staffing to achieve greater impact and/or organizational health.

If requesting project or program support, state whether it is new or continuing.

Recommended Character Count: up to 3,500
Character Limit: 5000
Sustainability
OPTIONAL: If the request is a pilot project, a new program, or a capital campaign, please share the plans for funding at the end of this grant period. List potential new funding sources or strategies that you are developing.

*NOTE: You will have the opportunity to list current sources of funding below, in the "Budget" section.

Recommended Character Count: up to 1,000
Character Limit: 2000

Other Funding Sources*
List all grant sources (such as specific foundations, corporations, government agencies) from which assistance is being sought, or has already been awarded, for this specific project/program or--if you are applying for general operating support--organization. The total amount of support listed here, along with this current request, should be equal to the total grant-based income in the Request Budget.

Please indicate the amount for all sources and secured funding with an *. Example:
Funder Name $___.__*  
Funder Name $___.__  
Character Limit: 1000

Other relevant information?
OPTIONAL: If there is any other relevant information you'd like to share, please upload here.
File Size Limit: 6 MB

Arts

Samples of Work - Arts
One or more samples of past work (video, audio, or image) using the text box, upload button, and/or link spaces below. This may include articles, reviews, reports, etc. about the work. You can also use this text box to describe links below.
Character Limit: 2000 | File Size Limit: 3 MB

Link #1 - Arts
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.
Character Limit: 2000
Link #2 - Arts
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

*Character Limit: 2000*

Link #3 - Arts
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

*Character Limit: 2000*

**Artist Bios**
Please provide bios, websites, cvs, or resumes of the central or representative artist(s) (up to 5) involved in the work.

*Recommended Character Count: up to 1,500*

*Character Limit: 3000 / File Size Limit: 2 MB*

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**Social & Economic Justice**

**The Need**
Describe the need this work is addressing. How are the people most impacted by this need providing leadership and direction for the work?

If applicable, describe how the work addresses root causes and/or systems change.

*Recommended Character Count: up to 2,500*

*Character Limit: 4000*

**Samples of Work - SEJ**
(Optional) If applicable, provide samples of past work (video, audio, image) using the text box below, upload button, and/or link spaces below.

*Character Limit: 1500 / File Size Limit: 2 MB*

Link #1 - SEJ
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

*Character Limit: 2000*

Link #2 - SEJ
OPTIONAL. If you have online links to video, audio, or visual work samples, please paste them here.

*Character Limit: 2000*
Community Served

Greater Pittsburgh Community
Does the project/program/organization primarily benefit the greater Pittsburgh community?

Choices
Yes
No

How do you define the primary geographic focus?
Is the focus on a neighborhood, suburb, county, state, region, nation, or is it global? Please specify.
Character Limit: 100

Anticipated # of people served*
Including audience members, participants, beneficiaries of services, etc.
Character Limit: 11

Community Served*
Please provide a demographic breakdown of who this project will serve. Consider breaking down demographics by race, gender, disability status, sexual orientation, income level, immigration status, etc - any categories of primary relevance to this request. We do not expect you to have information about all categories. OPTIONAL: You can also add an explanation here for your "Anticipated # of people served."

Recommended Character Count: up to 1,500
Character Limit: 3000

Community Served - Predominant Race/Ethnicity
NOTE: This question is to be answered by the Opportunity Fund's administration, not by the applicant.

Based on what we know about the organization's constituency. Predominant = 50%+ of the organization's constituency.

Choices
Asian, Pacific Islander, Asian American, People of Asian Descent
Black, African American, African, People of African descent
Latinx, People of Latin American descent
Middle Eastern, People of Middle Eastern descent
People of More than one Race
Native and Indigenous peoples
White, People of European descent
No single predominant racial/ethnic group
Unknown
Community Served Demographics - Race/Ethnicity

*NOTE: This question is to be answered by the Opportunity Fund's administration, not by the applicant.*

Based on what we know about one or both of the following: the breakdown of the organization's constituency and/or program priorities rooted in a specific community/identity/population. Choose all that feel significant.

**Choices**
- Asian, Pacific Islander, Asian American, People of Asian Descent
- Black, African American, African, People of African descent
- Latinx, People of Latin American descent
- Middle Eastern, People of Middle Eastern descent
- People of More than one Race
- Native and Indigenous peoples
- White, People of European descent

Community Served Demographics - Other Identities

*NOTE: This question is to be answered by the Opportunity Fund's administration, not by the applicant.*

Based on what we know about one or both of the following: the breakdown of the organization's constituency and/or program priorities rooted in a specific community/identity/population that is underrepresented in power structures. Choose all that feel significant.

**Choices**
- LGBTQIA+
- Low Income
- Immigrant/Refugee Populations
- Incarcerated or Formerly Incarcerated
- People with Disabilities
- Women
- Single Mothers
- Seniors
- Youth
- Youth Aging Out of Foster Care
- Under-Resourced City Neighborhood
- Rural
- Inner Suburb
- Artists
- People with Addiction
- People who are Homeless
- Veterans
- HIV+ Status
- Sex Workers
Equity, Access, and Inclusion
Is the organization actively working (internally and/or externally) toward greater equity and justice for people of color, LGBTQIA+ folks, people with disabilities, women, trans*, gender non-binary people, and/or any other groups that are primary to the organization?

This could include staff/board education, revising policies and practices, adjusting programming, changing wage structures, forming committees, sharing power and decision making, choosing accessible venues, creating an inclusive organization culture, among many other actions. Tell us a little about that work over the last year.

- For some applicants, this may be so central to your work and who you are that nothing in addition to your previous answers is needed. Please skip this question.
- Other applicants may have questions about how to begin. Please contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.

Recommended Character Count: up to 2,000
Character Limit: 3000

Request Budget

Request Budget Amount*
What is the total budget for this project/program? This number may likely be more than the “Amount Sought from the Opportunity Fund” question, asked above.
Character Limit: 20

Request Budget*
A budget (single-page preferred) showing a listing of income and expenses for the project/program.

NOTES:
- Format: Use any format you choose, as long as the information has sufficient detail and is clear. Type or upload. Click here to view a sample template from the Common Grant Application.
- Questions? If you have questions about your budget, contact Tiffany Wilhelm at twilhelm@theopportunityfund.org.

Character Limit: 8000 | File Size Limit: 3 MB
Evaluation

Final evaluation reports will be required for every grant awarded. It is important to design the evaluation process at the outset, and to collect data from the beginning of the project or program.

Assessment*

We acknowledge that the people reviewing your application are likely to have gaps in understanding or knowledge about the context for your work. Please provide your own definitions of excellence and/or impact, how you measure them, and any other information you think would be important for the panelists to have to fairly assess your application. Please be as specific as possible.

(This question was adapted from language created by colleagues Quita Sullivan, Meena Malik, and Derek Schwartz at New England Foundation for the Arts. We send them our gratitude.)

Recommended Character Count: up to 2,000

Character Limit: 3000

(Optional) Feedback for Opportunity Fund

(Optional) Time Spent on this Application

Approximately how much time did it take to complete this application? If more than one person worked on this application, consider each person’s time individually and add the hours to choose an answer below.

Choices

- up to 5 hours
- 5-10 hours
- 10-15 hours
- 15-20 hours
- 20-25 hours
- more than 25 hours

(Optional) Comments for Opportunity Fund

This question, and the one above, help the Opportunity Fund assess and improve our application process. You are welcome to share any additional comments or suggestions for the Opportunity Fund here. If you would rather submit feedback anonymously, you can do that through this form or publicly through GrantAdvisor.org. Thank you!

Character Limit: 2000