2024 Cycle 2 Online

*Opportunity Fund*

*Please Note: Only some of the sections below will be visible to you when you fill out your application, based on your responses. For example, either the “Arts” or “Social & Economic Justice” sections will appear depending on the category you choose for this request. Also, either “Organization” or “Fiscally Sponsored Group” will appear depending on your entity’s structure.*

# Executive Summary

***Tips:***

* ***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.***
* ***If it is useful to draft your responses offline before entering them here,*** [***a Word version***](https://www.theopportunityfund.org/#forapplicants)[***of the application is available here.***](https://www.theopportunityfund.org/#forapplicants)
* ***If you have any questions or challenges with this application, please email Tiffany at*** [***twilhelm@theopportunityfund.org.***](mailto:twilhelm@theopportunityfund.org)

## 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

## Funding category\*

Which category best fits your grant request? This is the answer you provided in your LOI.

**Choices**

Arts

Social & Economic Justice

## 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, etc.)

*Character Limit: 400*

# Purpose of Request

#### The following questions build upon those asked in the LOI.

**Tip to answer the “start date” and “end date” questions for Project/Program requests:**

We recommend that program/project requests have a start date after the [award notification](https://www.theopportunityfund.org/#forapplicants) [date](https://www.theopportunityfund.org/#forapplicants) 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

### This is your response, if any, from the LOI. You may edit as needed.

(Optional) Share any background information about the organization or group that would provide relevant context as we learn about this specific request.

### Recommended Character Count: up to 1,500

*Character Limit: 3000*

## Overview of Grant Request\*

### This is your response from the LOI. You may edit as needed.

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\*

### This is your response from the LOI You may edit as needed.

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*

## Design\*

Thinking about the goals you described above, share the plan of how you will accomplish them. As practically as possible, describe what you will do.

Tip: Describe the activities, programs, strategies, staffing, partners, and timelines for the project/program/organization.

### For General Operating requests: Specify how these funds would impact your current activities, strategies, and staffing to achieve greater impact and/or organizational health.

*For Program/Project requests: State whether it is new or continuing.*

*Recommended Character Count: up to 3,500*

*Character Limit: 5000*

## 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, for your organization during the same time period.

Please indicate the amount for all sources. If any funding source is already secured, please add an asterisk after the amount. Example:

Funder Name $ \* Funder Name $

TIP: If you have a large number of grant sources, you are welcome to list the largest specific institutions, and group the remaining sources. Example:

Other Foundations $

*Character Limit: 1000*

## 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 into other parts of this full application as needed.

### Recommended Character Count: up to 1500

*Character Limit: 4000*

## Other relevant information?

OPTIONAL: If there are any other attachments that you'd like to share, please upload here. If you have additional attachments, please send them to [twilhelm@theoppotunityfund.org.](mailto:twilhelm@theoppotunityfund.org)

*File Size Limit: 6 MB*

NOTE: The following section will be visible if it is relevant to your proposal.

# 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: 3000 | File Size Limit: 3 MB*

## Link #1 - Arts

OPTIONAL. If you have a link to online video, audio, or visual work samples, please paste it here.

*Character Limit: 2000*

## Link #2 - Arts

OPTIONAL. If you have a link to online video, audio, or visual work samples, please paste it here.

*Character Limit: 2000*

## Link #3 - Arts

OPTIONAL. If you have a link to online video, audio, or visual work samples, please paste it 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: 5000 | File Size Limit: 2 MB*

NOTE: The following section will be visible if it is relevant to your proposal.

# Social & Economic Justice

## The Why\*

Describe what this work is addressing. How are the people most impacted 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 a link to online video, audio, or visual work samples, please paste it here.

*Character Limit: 2000*

## Link #2 - SEJ

OPTIONAL. If you have a link to online video, audio, or visual work samples, please paste it here.

*Character Limit: 2000*

NOTE: The following section will be visible if it is relevant to your proposal.

# 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***](http://www.guidestar.org/update)***.***

## Mission Statement\*

Type your organization's mission statement here.

*Character Limit: 1500*

## Year Founded\*

*Character Limit: 20*

#### Tip for the following financial questions:

Fiscal year: the 12 month period that an organization uses for financial budgeting, reporting, taxes, etc., which may or may not 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 (i.e. the real expenses and income generated throughout the year for each budget line) 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.](mailto: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, ethnicity, 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.*

*TIP: Whenever possible, please gather information about how people publicly self-identify. Alternatively, you can update your organization's demographics on your* [*Candid profile*](https://www.guidestar.org/UpdateNonprofitProfile/), *and then share the link to your profile here.*

*Recommended Character Count: up to 1,500*

*Character Limit: 3000*

NOTE: The following section will be visible if it is relevant to your proposal.

# Fiscally Sponsored Group

## Sponsored Group: Name

What is the name of the organization or group being sponsored?

*Character Limit: 150*

## Sponsored Group: Year Founded

*Character Limit: 4*

## Sponsored Group: Website

*Character Limit: 2000*

## Sponsored Group: Mission

*Character Limit: 1000*

## Sponsored Group: 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 (i.e. the real expenses and income generated throughout the year for each budget line) 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 group does not have an operating budget, please contact Tiffany Wilhelm at [twilhelm@theopportunityfund.org.](mailto:twilhelm@theopportunityfund.org)

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

## Sponsored Group: Demographics

What is the breakdown of the team by race, ethnicity, gender, disability, and/or any other identity categories that are primary to the work of the group?

### TIP: 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: 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. Tip: Enter 5.0 for 5%, 10.0 for 10% etc.

*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*

# Community Served

## 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: 250*

## Anticipated # of people served\*

Including audience members, participants, beneficiaries of services, etc.

NOTE: We understand that impact is measured in many ways. This is one data point, among many.

*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 your entity. 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*

## Equity, Access, and Inclusion

How is your 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?

*-For some applicants, this may be so central to your work that nothing in addition to your previous answers is needed. Please skip this question.*

*-If you have questions, please contact Tiffany Wilhelm at* [*twilhelm@theopportunityfund.org.*](mailto:twilhelm@theopportunityfund.org)

*Recommended Character Count: up to 2,000*

*Character Limit: 3000*

The following section will only appear for program or project requests.

# Request Budget

## Request Budget Amount\*

What is the total budget amount (total expenses) for this project/program?

NOTES: (1) If this grant would only cover a portion of this project's/program's expenses, the number you list here will be larger than the one you wrote in the "Amount Sought from the Opportunity Fund" question, 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*](https://app.box.com/budgetformat)[*Application.*](https://app.box.com/budgetformat)
* *Questions? If you have questions about your budget, contact Tiffany Wilhelm at* [*twilhelm@theopportunityfund.org.*](mailto:twilhelm@theopportunityfund.org)

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

# Evaluation

## Assessment\*

We acknowledge that the people reviewing your application are likely to still have gaps in understanding or knowledge about 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 work. 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.)

Note: Your response here, along with your goals, will be included in your report(s) to us so that you can reflect on how things went based on what you had intended.

### 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](https://docs.google.com/forms/d/e/1FAIpQLSfZY-JIdAI_od0LS-PPeOoU8SzHgEp-Jgi4rZ5LHu0_soUf9Q/viewform?usp=sf_link) or publicly through [GrantAdvisor.org](https://grantadvisor.org/profile.php?ein=38-7132674). Thank you!

*Character Limit: 2000*