2025 Cycle 2 Online

*Opportunity Fund*

*NOTE: Some, but not all, of the sections below will be visible when you fill out the LOI, based on your responses.*

**If you have any questions or challenges with this application, please email Ti at** **twilhelm@theopportunityfund.org.**

## Eligibility\*

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

**Choices**

501(c)(3) organization

Fiscal sponsorship (with a 501(c)(3)) Governmental entity

Entity that operates within a university, health system, or other large institution

*NOTE: The following section will be visible if you chose “501(c)(3) organization” or “governmental entity” above.*

## Mission Statement\*

Type your organization's mission statement here.

*If you are serving as a fiscal sponsor, type "FISCAL SPONSOR" and then your organization's mission statement here.*

*Character Limit: 1500*

## Current Operating Budget\*

Please upload an operating budget (single-page preferred) for the full organization for the current fiscal year, including income and expenses. It is most helpful for us to review a budget with 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.

You may use any format you wish. If a template would be helpful, you can find [one here.](https://docs.google.com/spreadsheets/d/19_XHte0NBR2GRhaXqUgps8ELUK1yYubad_DiqwK1vAc/template/preview) *(Click the blue "Use Template" button in the top right corner.)*

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 Ti Wilhelm at twilhelm@theopportunityfund.org.

*Character Limit: 3000 | File Size Limit: 3 MB*

*NOTE: This section will be visible if you chose “fiscal sponsorship” above.*

Click here for [**more information on best practices for fiscal sponsorship.**](https://www.fiscalsponsors.org/responsibilities)

## Sponsored Group: Name

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

*Character Limit: 150*

## Sponsored Group: Mission

*Character Limit: 1500*

## Sponsored Group: Website

*Character Limit: 2000*

## Sponsored Group: Address

*Character Limit: 250*

## Fee for Fiscal Sponsorship

Percentage fee the fiscal sponsor organization charges for services.

*Character Limit: 20*

**Sponsored Group's Primary Contact Information**

## 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: Email

*Character Limit: 254*

## Sponsored Group: Phone Number

*Character Limit: 125*

## Sponsored Group: Operating Budget Size

Please provide the current year's projected 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. It is most helpful for us to review a budget with 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.

You may use any format you wish. If a template would be helpful, you can find [one here.](https://docs.google.com/spreadsheets/d/19_XHte0NBR2GRhaXqUgps8ELUK1yYubad_DiqwK1vAc/template/preview) *(Click the blue "Use Template" button in the top right corner.)*

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 because your work is project-based, you are welcome to attach a project budget here.** Please contact Ti Wilhelm at twilhelm@theopportunityfund.org if you have questions.

*Character Limit: 5000 | File Size Limit: 3 MB*

*NOTE: This section will be visible if you chose “entity that operates within a university, health system, or other large institution” above.*

## Entity Within Larger Institution\*

*Please provide context to help us understand how this program, department, initiative, etc. operates within the larger institution (such as a university or health system).*

* What type of resources does the larger institution provide for your work? (for example, staff salaries, space/rental support, supplies, promotion, etc.)
* What benefits does your work gain from being associated with the larger institution?
* What percentage of this grant would go to the larger entity?

*Character Limit: 3000*

## Entity in Large Institution: First Name\*

Please share the first name of a main contact for the program, project, department that is seeking this funding.

*Character Limit: 250*

## Entity in Large Institution: Last Name\*

Please share the last name of the main contact.

*Character Limit: 250*

## Entity in Large Institution: Email\*

Please share an email address for the main contact.

*Character Limit: 254*

## Entity in Large Institution: Phone

Please share a phone number for the main contact.

*Character Limit: 250*

*NOTE: This section is visible for all applicants.*

## Grant Request Name\*

Please provide a brief name for the grant request.

*If requesting general operating support, write "General Operating Support." Fiscal sponsors, please write the name of the sponsored group.*

*Character Limit: 150*

## Summary of Request\*

Provide a 1-2 sentence summary of the proposed request. Please begin the summary statement with "To support..."

*Character Limit: 450*

## Amount Sought from the Opportunity Fund\*

*Character Limit: 20*

## Type of Support\*

Is this a request to support a program/project, general operating, or capital support?

*Definitions:*

* *General Operating Support: unrestricted funding that can be used flexibly to support any of an organization's costs to fulfill its mission (rather than supporting a specific project or program).*
* *Program/Project Support: funding to support all or part of a specific program or project.*
* *Capital Campaign: funds specifically for the purpose of purchasing, renovating, or construction of facilities.*

NOTES: (1) Presently, the Opportunity Fund prefers to receive requests for general operating support. (2) The Opportunity Fund support for capital campaigns is rare. Please talk to us before choosing that type of support.

**Choices**

General Operating Support

Program/Project Support

Capital Campaign

## Funding category\*

Which category best fits the grant request?

*We understand and respect that many projects/programs/organizations straddle both arts and justice. In this instance, please choose one as primary.*

**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 S

AFETY 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

## Greater Pittsburgh Community\*

Does the request primarily benefit the greater Pittsburgh community (Allegheny County and surrounding areas)?

**Choices**

Yes

No

### Tips for request dates:

For Project/Program Requests: We recommend that program/project requests have a start date after the [award notification date](https://www.theopportunityfund.org/#forapplicants) for this cycle.

## Start Date\*

At this point, the start date can be an estimate.

*Character Limit: 10*

## End Date\*

At this point, the end date can be an estimate. NOTE: The final report will be due 30 days after this date.

*Character Limit: 10*

## Previous Final Report\*

*NOTE: Opportunity Fund requires that previous reports are completed before, or with, a new LOI submission. Please email* *twilhelm@theopportunity.org* *if you have any questions.*

Do you have a final report due, or due soon, that you would like to complete within this LOI?

**Choices**

Yes

No

I have completed (or will complete) the report separately

## Narrative Questions Format\*

Would you prefer to complete the narrative questions for this LOI via written text or video?

**Choices** Written Text

Video

*NOTE: This section will be visible if you chose Yes to the Final Report question above.*

### Notes:

* + Final report information submitted here will only be visible to Opportunity Fund staff. It will not be visible to the community panelists that support our grant review process.
	+ You are also welcome to attach a report that you submitted to another funder in lieu of writing responses in this section. Report attachments can be added under "Additional Information?" below.

## Self-Reflection

Referring to your previous application, where did your project/program/organization meet, surpass, or miss the mark of your Goals and Assessment? Include any specific achievements, setbacks, and lessons learned.

*Character Limit: 5000*

## Financial summary

Attach an income and expense report for the program/project, OR if this was a general operating support grant, provide an income and expense report for the fiscal year in which grant was received. (In accounting language, this is sometimes called a 'Statement of Activities' or a 'Profit and Loss Statement').

If your budget varied significantly from the budget originally shared in your application, please explain.

*Character Limit: 1500 | File Size Limit: 3 MB*

## Additional Information?

OPTIONAL: If you would like to share any other information, please do so here. If relevant, you could also share a link (to an article, a review, a photo album, etc.) or upload a file here.

You are also welcome to attach a report that you submitted to another funder.

*Character Limit: 1500 | File Size Limit: 5 MB*

*NOTE: This section will be visible if you chose “Written Text” for “Narrative Questions Format” above. (It will NOT be visible if you chose “Video”.)*

**Please note: Some narrative questions below have recommended character counts, but the space allows for more characters if needed.**

## Overview of Grant Request\*

Share a brief snapshot of your organization. If applying for program/project support, also include a snapshot of your program/project. What do you want to do (or continue to do) with the help of these funds, and why do you do it?

*NOTE: This is an overview. If invited to the full application, there will be an opportunity to provide more detail.*

*Recommended Character Count: up to 1,500*

*Character Limit: 3000*

## Context/Background Information (Optional)

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

*Recommended Character Count: up to 1,500*

*Character Limit: 3000*

## Goals\*

Please share the goals (i.e. a list of statements of what you wish to accomplish).

*If applying for general operating support: List the current goals for the organization's primary programs, or the organizational goals.*

*If applying to support a project/program: List the goals of the specific project/program that this grant would support (as opposed to the overall goals of the organization).*

*Recommended Character Count: up to 1,500*

*Character Limit: 3000*

## OPTIONAL: Anything Else?

Is there anything else that you wish we had asked or anything essential that you would like to share at this time?

*Please note, if invited to submit a full application, you will have the opportunity to share additional details that expand on what you have submitted in this LOI.*

*Recommended Character Count: up to 1500*

*Character Limit: 4000*

*NOTE: This section will be visible if you chose “Video” for “Narrative Questions Format” above.*

## LOI Video Link

Create a 2 - 3 minute video on your device of choice that answers the following:

***Share a brief snapshot of your organization. If applying for program/project support, also include a snapshot of your program/project. What do you want to do (or continue to do) with the help of these funds, and why do you do it?***

Share a link to your short video below by uploading it to YouTube, Google Docs, Zoom, etc. If your organization already has a short overview video, you are welcome to share a link to that instead of creating a new one.

Please note: This video does not need to be professional. It would be nice to see you (natural light is good). We do need to hear you, so please minimize background noise. Speak as if you are talking to a friend who doesn't know about your work. Brief is better. Contact us if you have questions - yshipman@theopportunityfund.org and twilhelm@theopportunityfund.org.

[Need some tips for creating your video? Click here.](https://docs.google.com/document/d/1pbdHIJ927_JdEYL2ApHymPnLbhDwbbuNiHsrxfeZ4t0/edit?usp=sharing)

*Character Limit: 1000*

*NOTE: This section will be visible if you chose “Program/Project Support” or*

*“Capital Campaign” above.*

## 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. If a template would be helpful, you can find* [*one here.*](https://docs.google.com/spreadsheets/d/13n3aFLbmfgiZYbue28WFS5_wMJuxzJWjra08Fv5Qt2I/template/preview) *(Click the blue "Use Template" button in the top right corner.)*
* *Questions? If you have questions about your budget, contact Ti Wilhelm at* *twilhelm@theopportunityfund.org.*

*Character Limit: 5000 | File Size Limit: 3 MB*