

## New Grantee Application

	Field	Details
Information that you'll be asked to provide:	Director/CEO	Select your organization's Director/CEO
	Primary contact	Person to be contacted for anything related to the application
	Is this a renewal?	Select "No" if this is your first time applying for an Acton Family Giving grant. Reach out to your program officer if you have questions.
	Mission Statement	Narrative, 250 word recommendation Your organization's mission statement
	Organizational Alignment Summary	Narrative, 500 word recommendation How your organization's work aligns with our Empathy Building initiative programs, approaches, and priorities
	Audience and Geographic Reach	Narrative, 350 word recommendation Describe the community you serve. Include population demographics, numbers served, and geographic reach.
	Current Year Operating Budget	The projected expenses for the organization's fiscal year
	Secured and Projected Foundation Revenue	Total amount of funding the organization received or anticipates from private and corporate foundations in current fiscal year
	Top three foundation gifts within the last 12 months [Please use this format: Funder Name - \$Amount. Example: Collins Foundation - \$10,000]	List of top three gifts received by private or corporate foundations  Please exclude gifts from Acton Family Giving
	Grant Geographic Service Area	Dropdown selection  Please select where the majority of your grant activities will take place  If more than 5 different US states, select "National"  If more than 5 different countries, select "Worldwide"

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Required PDF documents to upload:	Current year operating budget	PDF only
	Most recent complete-year financials (audited, if available)	PDF only
	Year-to-date balance sheet and income statement (from within the last three months)	PDF only
	List of Committed and Pending Corporate/Foundation Funders & Amounts	PDF only. List of committed or pending (verbal or written award letter in place) of funders for the fiscal year. Can include corporate foundations or corporations. Cap at top ten funders.  Please exclude gifts from Acton Family Giving
	IRS 501(c)(3) tax-exempt determination letter  For fiscally sponsored projects, upload your sponsor's tax letter.	PDF only - <i>upload located on the Charitable Status tab in Organizational profile</i>
	Organization's Logo	Files must be less than 100 MB. Allowed file types: PNG, GIF, JPG, JPEG - <i>upload located on the Wildcard tab in Organizational profile</i>

Optional PDF documents to upload:	Letter of Agreement between your organization and fiscal sponsor, if applicable	PDF only. If you have a fiscal sponsor, please upload the letter of agreement.  <i>This is located on the application level where you will upload your budget and financials.</i>
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Requested Grant Amount	<i>No field available</i>	We determine grant amounts based on a number of considerations, including organizational capacity, reach, and alignment within our portfolio
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## Application Review Process

Once you submit your application, the primary contact listed on your application will receive an email confirmation. Your program officer will review the materials and be in touch with any questions. You can expect to hear back about a decision on your request within two months of submitting your materials.