

Family Grant Program

The Seabury Foundation

This is not an application, only a list of our application questions. To apply for a grant from The Seabury Foundation, please visit our [online grants portal](#).

**Note: all questions marked with a red asterisk are required.*

Basic Info

Thank you for taking the time to submit a proposal to The Seabury Foundation. If you're new to the foundation, we're excited to get to know your organization. If you're a returning grantee, welcome back!

Should you have any questions or run into any difficulties as you complete this form, please email us at grants@seaburyfoundation.org. If for any reason you are unable to complete an online application, please email us and we will find another way to collect this information.

Our system allows users to collaborate on grant applications; for more information about the Collaborator feature, check out this tutorial.

**Note: Google Translate is enabled on this application; use the drop-down menu at the top of your screen to automatically translate questions and instructions. Please note that at this time, we are only able to review responses written in English.*

Profile Confirmation* *(Multiple choice: choose one)*

Please confirm that your organization and user profiles are up-to-date and accurate. In particular, please double-check that your contact information is correct.

Choices

- Yes, our information is up-to-date.

Nonprofit Status* *(Multiple choice: choose one)*

Are you a 501(c)(3) organization, as designated by the IRS?

Choices

- Yes (Please continue.)
- No (Please stop here. We can only support 501(c)(3) organizations.)

Family Sponsor* *(Short text response)*

Please provide the name of your family sponsor. If you have any questions about your response to this question, please email us at grants@seaburyfoundation.org.

Focus Area(s)* *(Multiple-choice: choose one)*

The Seabury Foundation makes grants in the six focus areas listed below. Further information on how we understand each of these is available on our [website](#). Please indicate which of the

following align best with your work. Check all that apply.

Choices

- Academic Support
- Arts Enrichment
- Career Development
- Community Connection
- Environmental Sustainability
- Wellness

Project Name* *(Short text response)*

Please begin your project name with the word "Family" followed by a colon and the title of your request (one or two words summarizing your proposal). If you're seeking general operating support, enter "General Operating" as the title of your request. If you're seeking support for a specific project or program, please enter the name of that project or program as the title.

Here are some examples:

- Family: General Operating
- Family: Gardening Initiative

**Note: Family Grant applicants with annual operating expenses in excess of \$2.5 million must apply for project or program support.*

Request Summary* *(Text response)*

Please provide an overview of your request: If you are requesting general operating support, consider listing where a grant from The Seabury Foundation would be most useful. If you are requesting support for a specific project or program, tell us about that work.

**Note: You will be able to describe your programs in greater detail later in the application. We're just looking for a brief synopsis here.*

This response is limited to 1,000 characters (roughly 175 words or a little over a quarter of a page single-spaced).

Amount Requested* *(Dollar amount)*

**Note: Family Grant applicants may apply for any amount up to \$25,000. For more detailed information, please visit our website.*

Annual Operating Expenses* *(Short text response and file upload)*

Please provide the total operating expenses for your most recently completed fiscal year as a single dollar amount and upload a corresponding profit and loss statement.

Financial Documents* *(File upload)*

Please upload your most recent audited financials or most recently filed IRS Form 990. If your organization doesn't have either of these documents, please email us at grants@seaburyfoundation.org and we can discuss alternatives.

About Your Organization

Please feel free to respond to any of these questions by sharing a weblink or by copying and pasting language from another application or your website. As indicated for various questions below, we have included character limits simply as maximums; please do not feel obligated to write up to the limit. Brevity is welcome!

If you have any questions or run into any difficulties as you complete this application, please reach out to us at grants@seaburyfoundation.org.

Mission, Vision, and Values* *(Text response)*

We know there are many ways to approach these three critical terms. For us, we understand mission as "the what," vision as "the why," and values as "the how." Don't worry if your organization understands these terms differently. Please simply share whatever statement you have drafted that summarizes your organization's high-level thinking about your work. If this is already shared on your website, feel free to share a weblink.

This response is limited to 1,500 characters (roughly 250 words or a half a page single-spaced).

Organization History* *(Text response)*

Briefly describe your organization's history, including the year your organization was founded and significant milestones in its history. You may also choose to include any pivot points where your organization grew, adapted, or changed strategy in response to changing circumstances or learning something new.

This response is limited to 1,500 characters (roughly 250 words or about half a page single-spaced).

Program Overview* *(Text response)*

Describe the work of your organization. Please tell us about your programs and/or projects, including the philosophy, the method(s), and the impact(s). If you have prepared a project description or similar statement for another funder, feel free to just copy and paste it here—a basic overview of your work is the best response to this prompt.

**Note: With this question, we are seeking qualitative information. Space is provided in the following question for quantitative information.*

This response is limited to 5,000 characters (800 words or 1.5 pages single-spaced).

Organization Scope and Scale (By the Numbers)* *(Text response)*

Please use the following questions as a starting point for your response, but do not feel obligated to respond to all of them. We're looking for the numbers that are meaningful to you.

- How many people does your organization reach?
- How many would be reached by a grant from The Seabury Foundation?
- How many contact hours do you spend annually with each program participant? Does that vary from program to program?

- Do you survey your participants? If so, what have you learned?
- What other numbers do you track?
- How do you calculate these numbers?

**Note: Above we asked for a description of your programs including the qualitative impact of your work; with this question, we're asking how you quantitatively measure your impact. We understand that every organization is different: some have one program or project, others have many. Again, please answer in the way that makes the most sense for your organization.*

This response is limited to 1,500 characters (250 words or about half a page single-spaced).

Catch us up. (Returning Grantees Only)* *(Text response)*

In lieu of requesting a formal report, we ask instead that you use the space below to provide an overview of the period following your most recent grant from Seabury. Indicate any significant accomplishments not already detailed above, challenges, and/or opportunities, and let us know of any major changes to your work or organization (e.g., programmatic shifts or changes in leadership). If you have prepared a report for another funder that covers this time period, feel free to upload it here, or copy and paste below.

**Note: If you are new to The Seabury Foundation, please respond with "n/a".*

This text response is limited to 3,500 characters (roughly 575 words or about a page single-spaced). As a friendly reminder, the character count is not an expectation, simply a maximum. If you can say it in fewer words, please do so. Thanks!

Diversity, Equity, Inclusion, & Access* *(Text response)*

We understand that these words mean different things to different people. Please tell us what they mean to you and how they manifest in your organization and its work. If you have a DEIA statement, please just copy and paste it below or share a link.

**Note: We want you to be able to respond to this important question fully, and we have hopefully provided the space necessary to do so. You should not feel pressure to fill all of this space; the character count is not an expectation, simply a maximum. If you can say it in fewer words, great.*

This response is limited to 3,500 characters (roughly 575 words or about 1 page single-spaced).

Anything else we should know? *(Text response and/or file upload)*

This is totally optional; we just want to provide some space for anything we may have missed.

This response is limited to 3,500 characters (roughly 575 words or about 1 page single-spaced).

About Your Community

The following questions ask for qualitative and quantitative data about your organization's staff and participants. Throughout this section, we ask you to share demographic information in order to understand who is applying to our grant programs and who is receiving funding. We recognize that the categories listed in these demographic questions are limited and incomplete.

In an effort to mitigate this problem, we have offered space for you to explain your responses to each of these questions. Please do not feel obligated to write more than the minimum required to provide any context you feel we need.

Tell us about your participants.* *(Text response)*

Feel free to include demographic data, however, that information will be collected later in this section. What we're looking for here is a qualitative understanding of the people with whom you work. If your program works with distinctly different groups of participants, please describe them all.

This response is limited to 1,500 characters (roughly 250 words or about half a page single-spaced).

Describe the neighborhood(s) where your organization operates or where your participants live.* *(Text response)*

We understand that every organization operates differently. Some have a home base with satellite programs, some work exclusively at partner locations, others are based in the communities where they work, and so on. What we're looking for here are the characteristics of participants' home neighborhoods.

This response is limited to 1,500 characters (roughly 250 words or about half a page single-spaced).

Which age group(s) do you work with? (Check all that apply.)* *(Multiple-choice: choose one or more)*

We understand these categories may not be an exact fit for your organization. Please simply select the one(s) most applicable.

Choices

- Infants and Toddlers (birth-2)
- Children (3-9)
- Preteens (10-12)
- Adolescents (13-18)
- Young Adults (19-25)
- Adults (26-49)
- Older Adults (50-64)
- Seniors (65+)

Context (Participant Ages) *(Text response)*

If you checked more than one box above or if the box you checked doesn't capture enough detail, please briefly provide context for your answer. For example: "75% of our participants are Adolescents between the ages of 15 and 18. 20% of participants fall within the Young Adult age range and 5% fall within the Adult age range."

This response is limited to 500 characters (roughly 80 words).

Which racial groups do your participants identify with? (Check all that apply.)*

(Multiple-choice: choose one or more)

Choices

- American Indian and Alaska Native
- Asian
- Black or African American
- Hispanic/Latinx
- Native Hawaiian and Other Pacific Islander
- White
- Participant racial identity is not something our organization tracks.

Context (Participant Racial Identification) *(Text response)*

If you checked more than one box above, if the box you checked doesn't capture enough detail, or if you don't track racial identity of participants, please briefly provide context for your answer. For example: "50% of our participants identify as Black, 30% identify as multi-racial, and 20% identify as a race not listed here or chose not to disclose in our survey."

This response is limited to 500 characters (roughly 80 words).

Do you work with participants experiencing poverty? * *(Multiple-choice: choose one)*

Choices

- Yes
- No
- Participant income is not something our organization tracks.

Context (Participant Income-Level) *(Text response)*

If you wish to contextualize your answer above or if you don't track the income-level of participants, please briefly provide context for your answer.

This response is limited to 500 characters (roughly 80 words).

Any other significant participant demographic information to share? *(Text response)*

This response is limited to 1,500 characters (roughly 250 words or about half a page single-spaced).

Tell us about your team. * *(Text response)*

Who's carrying out the work of your organization? How are they qualified to do so?

We understand qualifications to describe not only "formal" certifications such as licenses, trainings, and degrees, but also life experience and embodied knowledge. We are interested in a holistic picture of what your staff bring to the work. Feel free to answer this prompt in the way that makes the most sense to you.

This response is limited to 1,500 characters (roughly 250 words or about a half a page single-spaced).

Which racial group(s) does your Executive Director identify with?* (Multiple-choice: choose one or more)

Check all that apply.

**Note: If your organization has a shared leadership structure, please explain below.*

Choices

- American Indian and Alaska Native
- Asian
- Black or African American
- Hispanic/Latinx
- Native Hawaiian and Other Pacific Islander
- White
- An identity not listed here

Context (Leadership Racial Identity) (Text response)

Please use this space to briefly describe the racial demographics of your board. If necessary, you may also explain your response to the above.

This response is limited to 1,500 characters (roughly 250 words or half a page single-spaced).

Which racial groups do your team members identify with?* (Multiple-choice: choose one or more)

Choices

- American Indian and Alaska Native
- Asian
- Black or African American
- Hispanic/Latinx
- Native Hawaiian and Other Pacific Islander
- White
- An identity not listed here

Context (Staff Racial Identity) (Text response)

Please briefly provide context for your answer. If more than one box was checked (and you are able to do so), please provide us with the percentage of staff that identify with each group selected. Wherever possible, please be sure to include information about part-time, contracted, and volunteer staff members.

This response is limited to 500 characters (roughly 80 words).

Any other significant staff demographic information to share?

This response is limited to 1,500 characters (roughly 250 words or about half a page single-spaced).

Neighborhood Info (Chicago-based applicants only)

Note for Chicago applicants: Though the system will allow you to submit your application without completing these questions, this section is required. If any answers are missing, your application will be considered incomplete.

We are asking for this information in connection with a larger data-gathering project connected to our Chicago Community Grant program. We appreciate your efforts in completing this additional section—thank you.

Please indicate in which of the following neighborhood(s) your organization operates.

Far South Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Avalon Park (Avalon Park, Marynook, Stony Island Park)
- Burnside
- Calumet Heights (Calumet Heights, Pill Hill)
- Chatham (Chatham, West Chesterfield)
- East Side
- Hegewisch
- Pullman (Cottage Grove Heights, Pullman)
- Riverdale (Altgeld Gardens, Eden Green, Golden Gate, Riverdale)
- Roseland (Fernwood, Princeton Park, Roseland)
- South Chicago
- South Deering (Jeffrey Manor, South Deering)
- West Pullman

Far Southwest Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Ashburn (Ashburn, Ashburn Estates, Beverly View, Crestline, Parkview, Scottsdale, Wrightwood)
- Auburn Gresham (Auburn Gresham, Gresham)
- Beverly (Beverly, West Beverly)
- Morgan Park (Beverly Woods, Kennedy Park, Morgan Park, West Morgan Park)
- Mount Greenwood (Mount Greenwood, Talley's Corner)
- Washington Heights (Brainerd, Longwood Manor, Washington Heights)

Southwest Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Archer Heights
- Brighton Park
- Chicago Lawn (Chicago Lawn, Lithuanian Plaza, Marquette Park)
- Clearing (Chrysler Village, Clearing)

- Englewood (Englewood, Hamilton Park)
- Gage Park
- Garfield Ridge (Garfield Ridge, Le Claire Courts, Sleepy Hollow, Vittum Park)
- McKinley Park
- New City (Back of the Yards, Canaryville, New City)
- West Elsdon
- West Englewood
- West Lawn (Ford City, West Lawn)

South Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Armour Square (Armour Square, Chinatown, Wentworth Gardens)
- Bridgeport
- Douglas (Bronzeville, Douglas, Groveland Park, Lake Meadows, Prairie Shores, South Commons)
- Fuller Park
- Grand Boulevard
- Greater Grand Crossing (Grand Crossing, Greater Grand Crossing, Park Manor)
- Hyde Park
- Kenwood
- Oakland
- South Shore (Jackson Park Highlands, South Shore)
- Washington Park
- Woodlawn

West and Near West Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Austin (Austin, Galewood, The Island)
- East Garfield Park (East Garfield Park, Fifth City)
- Humboldt Park
- Lower West Side (Heart of Chicago, Lower West Side, Pilsen)
- Near West Side (Columbus Circle, Greektown, Little Italy, Medical Center, Tri-Taylor, Fulton River)
- North Lawndale
- South Lawndale (Little Village, South Lawndale, Marshall Square)
- West Garfield Park
- West Town (East Village, Noble Square, Ukrainian Village, Smith Park, Wicker Park)

Central, Near North, and Near South Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Loop (The Loop, New Eastside, Printer's Row, South Loop)
- Near North (Cabrin-Green, Dearborn Parkway, Goose Island, Old Town, River North, State Parkway)
- Near South Side (Dearborn Park, Museum Park, Central Station, Prairie Avenue Historic District)

North Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Avondale (Avondale, Jackowo, WacÅ?awowo)
- Lakeview (Lake View East, North Halsted, West Lakeview, Wrigleyville)
- Lincoln Park (DePaul, Old Town Triangle, Park West, Ranch Triangle, Sheffield Neighbors, Wrightwood)
- Logan Square (Logan Square, Bucktown, Palmer Square)
- North Center (Northcenter, Roscoe Village, Saint Ben's)

Northwest Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Belmont Cragin (Brickyard, Cragin, Hanson Park)
- Dunning (Belmont Heights, Belmont Terrace, Dunning, Irving Woods, Schorsch Village)
- Hermosa (Belmont Gardens, Hermosa, Kelvyn Park)
- Irving Park (Irving Park, Kilbourn Park, Old Irving Park, The Villa)
- Montclare
- Portage Park (Portage Park, Six Corners)

Far North Side *(Multiple-choice: choose one or more)*

Choices

- None of the below
- Albany Park (Albany Park, Mayfair, North Mayfair, Ravenswood Manor)
- Edgewater (Andersonville, Edgewater, Edgewater Glen, Epic, Lakewood/Balmoral)
- Edison Park
- Forest Glen (Edgebrook, Forest Glen, Middle Edgebrook, Sauganash, Wildwood)
- Jefferson Park (Gladstone Park, Jefferson Park)
- Lincoln Square (Bowmanville, Budlong Woods, Lincoln Square, Ravenswood, Ravenswood Gardens)
- North Park (Hollywood Park, North Park, Pulaski Park)
- Norwood Park (Big Oaks, Norwood Park, Old Norwood, Oriole Park, Union Ridge)
- O'Hare (O'Hare, Schorsch Forest View)
- Rogers Park (Loyola, Rogers Park)
- Uptown (Clarendon Park, Buena Park, New Chinatown, Sheridan Park, Uptown)
- West Ridge (Nortown, Peterson Park, Rosehill, West Ridge, West Rogers Park)

Are you headquartered in the neighborhood(s) where you conduct programs? *(Multiple-choice: choose one)*

Choices

- Yes
- No

What percentage of your staff lives in the neighborhood(s) where your organization operates? *(Multiple-choice: choose one)*

Choices

- 0%
- 1-19%
- 20-39%
- 40-59%
- 60-79%
- 80-99%
- 100%

Please explain your response to the above two questions. *(Text response)*

We feel that it's important for people working in a community to know that community well. If your staff or your headquarters are not based in the neighborhood(s) where you operate, how do you maintain a robust connection with your participants and the place(s) they live?

This response is limited to 1,500 characters (roughly 250 words or half a page single spaced).

Feedback on the Process (optional)

We welcome and any all feedback you choose to share about our processes. Your responses to the following optional questions will not have an impact on our review of your application.

Roughly how long did it take you to complete this application? *(Text response)*

Character Limit: 250

Were the instructions clear? If not, how could they be improved? *(Text response)*

Character Limit: 1500

Were the questions fair, equitable, and relevant to your work? *(Text response)*

Are there any questions you wish we had asked?

Character Limit: 1500

Any other feedback? *(Text response)*

Character Limit: 1500