

# Community Grant Program - Full Proposal

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## *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*

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**If you have a Seabury Family sponsor, please apply through our Family Grant process. For more information, please email us at [grants@seaburyfoundation.org](mailto:grants@seaburyfoundation.org).**

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Thank you for taking the time to complete the next stage of our application process. Should you have any questions or run into any difficulties as you work through this full proposal—or if for any reason you are unable to complete an online application—please email us at [grants@seaburyfoundation.org](mailto:grants@seaburyfoundation.org).

**Community Grant Applications for Fall 2023 are due by midnight on July 28, 2023.**

### Helpful hints:

- We want you to be able to share your work with us as easily as possible (copy and paste welcome!). Accordingly, all text questions on this form have been set to the system's maximum character limit of 10,000 (1,600 words or about 3.5 pages single-spaced). Please do not feel obligated to fill all this space; **the character count is not an expectation, simply a maximum**. For each question, we've included a suggested character count to guide your response. You'll always have more room if you need it, but if you can say it with fewer words, great!
- Our system allows users to collaborate on grant applications; for more information about the Collaborator feature, check out this tutorial.
- Google Translate is enabled on this application; use the drop-down menu at the top of your screen to automatically translate questions and instructions.

### **Profile Confirmation\***

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

#### **Choices**

Yes, our information is up to date.

### **Nonprofit Status**

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

#### **Choices**

Yes (Please continue.)

No, but we have a fiscal sponsor who is (Please continue.)

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

## Location

The Seabury Foundation Community Grant Program only accepts applications from organizations headquartered in the City of Chicago or Benzie County, MI. If you are not located in one of these areas, please stop here.

### Choices

City of Chicago  
Benzie County, MI

## Were the total operating expenses for your most recently completed fiscal year under \$2.5 million?

### Choices

Yes. (Please continue.)  
No, but we contacted you in advance and were invited to apply. (Please continue.)  
No, and we haven't contacted you. (Please email us at [grants@seaburyfoundation.org](mailto:grants@seaburyfoundation.org) to learn more.)

## Year Founded

*\*Note: We understand that organizations often start working prior to receiving their 501(c)(3) status. We want the date that your program launched.*

*Character Limit: 25*

## Program Approach

Is learning/education a primary component or outcome of your work? If you cannot say yes to this question, you are not a fit for our Community Grant Program.

*\*Note: If you are unsure about your response, please email us at [grants@seaburyfoundation.org](mailto:grants@seaburyfoundation.org).*

### Choices

Yes  
No (Please stop here.)

## Primary Focus Area\*

The Seabury Foundation supports nonprofits operating in our one or more of our focus areas (further information available on our website). Please indicate which of the following best aligns with your work.

### Choices

Academic Support  
Arts Enrichment  
Career Development  
Environmental Sustainability  
Wellness

## Additional Focus Area(s)

We understand that organizations frequently do more than one thing. Please check any additional focus areas that apply to your work.

## Choices

Academic Support  
Arts Enrichment  
Career Development  
Environmental Sustainability  
Wellness

## Project Name\*

Please format your project name as Location: Grant Purpose. If you're seeking general operating support, enter "General Operating." If you're seeking support for a specific project or program, enter the name of that project or program.

Examples:

- Chicago: General Operating
- Chicago: In-school Dance Workshop
- Benzie: General Operating
- Benzie: Community Food Pantry

*Character Limit: 100*

## Annual Operating Expenses\*

Please provide the total operating expenses for your most recently completed fiscal year as a single dollar amount.

*\*Note: If you're applying for project or program funding, please provide the budget for that project/program in response to the Budget Context question below.*

*Character Limit: 20*

## Financial Documents\*

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](mailto:grants@seaburyfoundation.org) and we can discuss alternatives.

*File Size Limit: 3 MB*

## Current Fiscal Year Projected Expenses\*

Please provide the total projected operating expenses for your current fiscal year as a single dollar amount.

*Character Limit: 20*

## Budget Context (optional)

Please provide any additional information you think would be helpful to understand your budget numbers.

*\*Note: If you're applying for project or program funding, please provide the budget for that*

[project/program here.](#)

*The suggested character count for this question is 1,000 (about 175 words). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*

*Character Limit: 10000*

## About Your Work

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### Fast Track Option

#### **Save some time!**

Please take a moment to review the questions below. If you have a completed an application for another funder that answers all (or most) of these questions, please simply upload it here, and we'll use that information to populate our form. *Note: If there are required questions below that your Fast Track upload doesn't cover, please answer those, and answer any of those questions that your upload does cover with "FT."*

*File Size Limit: 6 MB*

### Instructions

Should you have any questions or run into any difficulties as you work through this full proposal—or if for any reason you are unable to complete an online application—please email us at [grants@seaburyfoundation.org](mailto:grants@seaburyfoundation.org).

#### Helpful hints:

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- Google Translate is enabled on this application; use the drop-down menu at the top of your screen to automatically translate questions and instructions.

### Request Summary\*

If you are requesting general operating support, please briefly describe where funds might be applied. If you are requesting support for a specific project or program, please briefly describe key project/program needs.

**Helpful hint:**

You do not need to request a specific dollar amount. Community Grant award amounts are fixed based on the size of the organization according to this table.

*\*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.*

*The suggested character count for this question is 1,000 (about 175 words or a little over a quarter page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*  
*Character Limit: 10000*

**Mission, Vision, & Values\***

If you have an existing statement, please copy and paste below or provide a link. If you do not have a pre-existing statement, in as few words as possible, please summarize the why, what, and how of your work. One or two sentences will totally suffice!

*If you're drafting something new for this question, the suggested character count is 250 (about 40 words), but feel free to submit something longer.*

*Character Limit: 10000*

**Program Description\***

Please provide a detailed overview of your programming.

*Note: subsequent questions will ask about program impact, participants, and location. If it's easier to include that information in your response to this question, please do so. As always, copying and pasting something you've already written is encouraged!*

**Helpful hint:**

Applicants seeking project or program support: Please be sure to include details specific to that project/program.

*There is no suggested character count for this question—please use however much space you need!*

*Character Limit: 10000*

**Impact\***

If you covered program impact in your response to the previous question, please simply write "see above." Otherwise, please use this space to share how you measure your impact and what your impact is. We are open to both quantitative and qualitative information—whatever is most meaningful to you—but if possible, please include:

- the overall number of participants reached by your organization (or by the project/program)

- if you have multiple programs, the number of participants reached by each program
- the number of contact hours per participant

Helpful hint:

Applicants seeking project or program support: Please be sure to include details about that project/program.

*The suggested character count for this question is 3,500 (about 575 words or one page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*

*Character Limit: 10000*

**Tell us about your participants.\***

Please tell us about the people with whom you work. This may include demographic data, qualitative information, stories, quotes, or whatever else is relevant. If you covered this information in your response to previous questions, please simply write "see above."

Helpful hints:

- Applicants seeking project or program support: please be sure to include details about that project/program.
- If your project or program works with distinctly different groups of participants, please indicate that here.

*The suggested character count for this question is 1,500 (about 250 words or a half a page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*

*Character Limit: 10000*

**What percentage of your participants are BIPOC\*?\***

\*Black, Indigenous, People of Color

If you would like to provide context for your response, please use the optional Participant Demographics Context question below.

**Choices**

76-100%

51-75%

26-50%

up to 25%

### **What percentage of your participants are low-income?\***

Different organizations will understand this differently. Some examples of how low-income is defined:

- eligible for free and reduced-price school meals
- family taxable income less than 150% of the federal poverty level
- family income less than 80% of the median family income for the area

If you would like to provide context for your response, please use the optional Participant Demographics Context question below.

#### **Choices**

76-100%  
51-75%  
26-50%  
up to 25%

### **Which age group(s) do you work with? (Check all that apply.)\***

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

If you would like to provide context for your response, please use the optional Participant Demographics Context question below.

#### **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+)

### **Participant Demographics Context (optional)**

*The suggested character count for this question is 1,500 (about 250 words or half a page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*

*Character Limit: 10000*

### **Location\***

What we're looking for here is a sense of the place(s) where your organization operates and/or where your participants live. We understand that every organization operates differently: some have a home base with satellite programs, some work exclusively at partner locations, some are based in the communities where they work, some operate virtually, and so on. What is most significant to you about your location(s)?

Helpful hints:

- We feel that it's important for people working in a community to know that community well. Please use this prompt to tell us how you maintain a robust connection to the place(s) where your organization operates and/or where your participants live.
- Applicants seeking project or program support: Please be sure to include details about the location of that project/program.

*The suggested character count for this question is 1,500 (about 250 words or a half a page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*

*Character Limit: 10000*

**City Area (Chicago Applicants Only)**

**Note for Chicago applicants: Though the system will allow you to submit your application without answering this question, we ask that you please complete it. Thank you!**

Which of the following areas are home for your programs and/or your participants?

**Choices**

- Far South Side
- South Side
- Southwest Side
- Far Southwest Side
- West and Near West Side
- Central, Near North, and Near South Side
- North Side
- Far North Side (including Northwest)

**Diversity, Equity, Inclusion, & Access (DEIA)\***

If you have a DEIA statement, please just copy and paste it below or share a link. If not, please tell us how DEIA is a part of your work.

*The suggested character count for this question is 3,500 (about 575 words or 1 page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*

*Character Limit: 10000*

**Do you consider your organization to be BIPOC\*-led?**

\*Black, Indigenous, People of Color

**Choices**

- Yes
- No

## **BIPOC Leadership Context\***

Please provide some context for your response to the previous question (e.g., information about board, staff, and executive leadership).

*The suggested character count for this question is 1,000 (about 150 words). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*

*Character Limit: 10000*

## **Tell us about your team.\***

Who's carrying out the work of your organization? What do they bring to the work?

### Helpful hint:

Applicants seeking project or program support: Please be sure to include details about the team for that project/program.

*The suggested character count for this question is 1,500 (about 250 words or a half a page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.*

*Character Limit: 10000*

## **Anything else we should know? (optional)**

This is totally optional; we just want to provide some space for anything else you want to share.

*\*Note: If you have a few things that you'd like to upload, please use the Additional Upload question below or combine them into one file.*

*Character Limit: 10000 | File Size Limit: 5 MB*

## **Additional Upload (optional)**

*File Size Limit: 5 MB*

## **How else can we support your work? (optional)**

*Character Limit: 10000*

## **Feedback on the Process (optional)**

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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 many hours did it take you to complete this application?**

*Character Limit: 250*

### **What could we improve about our instructions?**

*Character Limit: 10000*

### **Were the questions fair, equitable, and relevant to your work?**

Please let us know if there are any questions you wish we had asked.

*Character Limit: 10000*

### **Any other feedback?**

*Character Limit: 1500*