OTTO BREMER TRUST

Applicant and Grantee Portal

Application questions for a standard grant

Please see the How to Apply section on our website before beginning your application.

Project Title and Purpose

Please give your proposed project a title and provide a purpose statement. The title should be approximately two to six words in length, and the purpose statement should be a brief, one-sentence summary of the project. (If your application is for general operating support, please use "general operating support" as your project title.)

Project Title:

Purpose:

Examples

Project Title: *Academic Support for Youth*

Purpose: *To provide academic support and increase opportunities for youth to pursue higher education.*

Proposal Summary

Please provide a brief summary of the project or program for which you are seeking funding. This summary should articulate the proposed work, define the beneficiaries and describe the impact. This summary will be used as part of OBT's initial review process to determine if the full proposal will be considered for funding. *(1500-character limit)*

Financial Information

Amount requested (please round to nearest whole dollar):

Total program cost (including requested amount):

Current year total annual organization budget:

Number of years for which you are seeking funding:

For the number of years, enter either 1, 2, or 3. (The trustees currently prefer to make one-year grants. We are open to making two-year grants when that is demonstrably the most effective way to advance work that is important to a community. In rare circumstances, we will make three-year grants.)

Previous Fiscal Year Financials

Fiscal year start date (month/year):	Fiscal year end date (month/year):
Actual revenues:	Budget revenues:
Actual expenses:	Budget expenses:
Actual net:	Budget net:

Notes:

Year-to-Date Financials

Year to date as of:

Actual revenues:	Budget revenues:
Actual expenses:	Budget expenses:
Actual net:	Budget net:

Notes:

Balance Sheet Information

Balance sheet as of:

Current assets:	Current liabilities:
Total assets:	Total liabilities:

Notes:

Narrative

Note that all narrative fields are plain-text fields. When pasting in text from other software, all formatting (bold, italics, bullets, etc.) will be lost.

1. **Community.** Describe your community's needs and opportunities as they relate to your proposal. *(4500-character limit)*

2. **Proposed work.** Describe the specific work and activities you propose and how they will move your community forward in ways that complement OBT's vision of healthy, vibrant communities as places where basic needs are met, mutual regard is prized and opportunities for economic, civic and social participation are within everyone's reach. *(4500-character limit)*

3. **Impact.** How will you define and evaluate the success of your work? How will you share your results and lessons with the community and others? *(4500-character limit)*

4. **Your organization and resources.** Describe your organization in terms of its mission, goals, staffing and stakeholders. What experience, learning, connections or other non-financial resources does your organization bring to the work you propose? What non-financial resources do you need to access or develop for your proposed work to be successful? *(4500-character limit)*

5. **Partners and networks.** Describe the others you propose to work with to accomplish your goals. What is your organization's history with these partners, and how will they contribute to your work? *(4500-character limit)*

6. **Looking ahead.** How do you anticipate your community will change in the coming years? How will your work and organization evolve to fit those changes? *(4500-character limit)*

7. **Anything else.** Is there anything else we should know in order to understand your proposal and its potential impact for your community? *(4500-character limit)*

Signature

☐   By checking this box and typing my name below, I indicate that I have reviewed this proposal, all of its contents are true, and I am authorized to submit this application on behalf of the applicant organization.

Type Your Full Name:

Attachments

Please provide the following documents in support of your proposal. We accept the following document types: Word, Excel, PowerPoint and PDF. Please do not attach JPG, TIFF, or other image files. The size limit for each attachment is 5 MB.

Note that all narrative fields are plain-text fields. When pasting in text from other software, all formatting (bold, italics, bullets, etc.) will be lost.

- **Organization Contacts** (REQUIRED). (This is a downloadable form that you will complete and submit with your application.)

- **Proof of Tax-Exempt Status** (REQUIRED). Please provide the organization's IRS determination letter regarding tax-exempt status as defined under Section 501(c)(3) of the Internal Revenue Code. If the applicant is not required to have an IRS Section 501(c)(3) determination letter, please provide documentation of that status.

- **Board List** (REQUIRED). List of current board members with names and affiliations.

- **Organization Budgets and Actual Fiscal Performance** (REQUIRED). Please submit two sets of numbers. The first should compare your organization's budgeted and actual income and expenses for your last complete fiscal year. The second should show your organization's current fiscal year budget, with year-to-date actual income and expense information.

- **Project Budget** (REQUIRED unless requesting general operating support only). Project budget covering proposed activities.

- **Balance Sheet** (REQUIRED). Up-to-date balance sheet showing assets and liabilities.

- **Audit.** Most recent audited financial statement (if your organization has been audited). (It is common for scanned audits to exceed the 5 MB limit for attachments. If your audit exceeds the limit, please email it to portal@ottobremer.org, and include your organization's name and your contact information in the email.)

- **990.** Most recent IRS Form 990 (if the organization files Forms 990). (It is common for scanned 990s to exceed the 5 MB limit for attachments. If your 990 exceeds the limit, please email it to portal@ottobremer.org, and include your organization's name and your contact information in the email.)

- **Other Sources of Funding** (REQUIRED). List of other sources of funding for proposed activities, noting whether approved, pending or declined. (If there are no other sources of funding, please attach a statement to that effect.)

- **Additional Attachments.** If there is additional information you would like considered in support of your application, you will be able to include them here.