

## Bishop Parker Foundation – Grant Application Checklist

Please use this checklist to gather the information and documents needed to complete the grant application. It is recommended that you start early so you can be sure to submit before the deadline.

### Organization Information

- Organization Name \*
- Organization EIN # \*
- Organization Address \*
- Organization Website
- Executive Director Phone Number \*
- Organization Executive Director or Top Management Position Name\*
- Organization Executive Director or Top Management Email \*

### Individual Completing Application Information

- Name of Individual Completing Application\*
- Email of Individual Completing Application\*
- Phone Number of Individual Completing Application\*

### Grant Questions

- Has your organization received funds from either the Bishop or Parker Foundation in the past \* - Yes or No
- If yes...Please list the funds you have received in the past.
- Which of the six interest areas funded by the Bishop Parker Foundation are you applying to (may include more than one): \*
  - Animal Welfare            Education
  - Environment                Health
  - Human Services            The Arts
- Briefly describe your proposal for Bishop Parker investment in your project: \* (Maximum Character Count 800)
- What amount of funding are you seeking?\*
- What do you anticipate will be the impact of the funding you are seeking? \* (Maximum Character Count 800)
- What percentage of the project funding will specifically benefit Manatee County residents?\*
- What percentage of the agency's operating budget will support the proposed project?\*
- The Bishop Parker Foundation is committed to supporting organizations that demonstrate successful endeavors and projects. What will your project's "success" be and how will you document it? \* (Maximum Character Count 800)

- Describe your organization's capacity to implement your project/proposal, including leadership, staffing, and use of volunteers if applicable \* (Maximum Character Count 800)
- Are there other entities/funding sources investing in this project? \* - Yes or No
- If yes... Please provide information about these entities/funding sources and the amount of their contribution. Include contact information for these income sources. \*
- Please list the top five contributors and dollar amounts received in your last fiscal year (include fiscal year dates) for your organization, including any government and/or multi-year funding.
- Are there any specific or special circumstances that have impacted your budget this past year? \* - Yes or No
- If yes, please explain\*
- Is your grant proposal/project for a specific program/project? \* - Yes or No
- If yes, please explain

**Files to Upload**

- Timeline for the project or program
- Current Total Operating Budget through January 31, 2024. (PDF only)
- Line-Item Budget for the amount of your request

**Required Signatures**

- Board President
- Executive Director