



## Discretionary Fund Proposal Requirements

If we invite your organization to submit a proposal, you will receive an email with a link to apply via our grantee portal. The following information is required to complete an Discretionary Fund application.

This is not an application form, but may be used to collect information that will be entered in an online form. Please note: Some items call for a form field entry while others must be uploaded as a separate document.



Indicates online form field entry



Indicates document upload



### Funding Details

- Project Title
- Amount Requested
- 12-month Organizational Expense Budget
- Fiscal Year End Month
- Other Funding Sources: Please name top foundations or other major funding sources (do not include amounts, separate multiple sources with commas).



### Request Narrative

You may upload an optional proposal describing the activities for which you seek support through the Discretionary Fund (including the strategic significance of these activities and your prospects for success).



### What we want to know about your work

The following two answers will be entered in an online form, so it's easiest to prepare them prior to logging on to the grantee portal so they may be copied and pasted into the application form. Please keep your answers to a brief paragraph.

- In a paragraph, please very briefly summarize your organization's goals and activities to be supported by this grant.
- How would you like the Brainerd Foundation to evaluate your success at end of the grant term?



## **Budgets**

- Upload the annual operating budget for the organization showing anticipated revenue and expense for the current fiscal year. (Please itemize your sources of revenue.)
- Upload the detailed budget for the project (for project support only) showing anticipated revenue and expense for the current fiscal year. (Please itemize your sources of revenue and provide a separate column for the proposed use of Brainerd Foundation funds.)



## **Other Attachments**

- Upload additional materials only if they are essential for the foundation to understand the program.