Grassroots 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 a Grassroots 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

Organizational Data

- Current number of paid full time staff
- Current Number of paid part time staff
- Approximate number of volunteers who support and help advance your conservation agenda
- Number of individuals that have contributed financially within the past twelve months (including members)
- Number of individuals who have made a gift of at least $250 within the past twelve months (including members)
- Number of foundations that have provided support for your current (or most recent) fiscal year
- Please indicate which fundraising/membership development tools your organization uses (you may select more than one): special events, direct mail, annual giving, monthly giving, planned giving, other (specify)
- Explanatory comments regarding your organizational data (optional).

Funding Details

- Project Title
- Amount Requested
- Total Project Expense Budget (if applicable)
- 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

(Required) Upload a narrative document to provide us with a complete picture of your organization and the work it proposes to undertake with the support of Brainerd funding. The proposal narrative should describe your goals and planned activities, their strategic significance, prospects for success, and how these activities will help your organization bring the voices of your community to local conservation issues.

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 and you may skip any that do not apply.

- 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?

Organization Strategy

- Upload relevant documents that describe your program (e.g., organizational strategic plan, theory of change, etc.).

Officers, Board, and Staff

- Upload a list of the officers and board members of the organization.
- Upload the qualifications of those staff that will bear primary responsibility for the proposed work. For project support requests, ideally this will include the percentage of each staff person's time anticipated to be devoted to the proposed project.

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.)
- If applying near the end of your fiscal year, upload a draft organizational operating budget for the next fiscal year, if available.
- If applying near the end of your fiscal year, upload a draft project budget for the next fiscal year with a separate column for the proposed use of Brainerd Foundation funds, if available. (project support only)

Financial statements

- Upload a year-to-date statement of revenue and expense for the organization.
- Upload the most recent balance sheet for the organization.
- For project support grants only, upload a year-to-date financial statement for the project (if available).
- Upload the prior fiscal year statement of revenue and expense for the organization.
- Upload the most recent end-of-fiscal-year balance sheet for the organization.
- For project support grants only, upload the most recent end-of-fiscal-year financial statement for the project (if available).

& Audit or Equivalent

If you represent a fiscally-sponsored organization or a local or regional office of a larger parent organization that holds charitable status, please skip to the last bullet in this section.

- Does your organization have a budgeted revenue of $500,000 US or greater? If Yes: Does your organization have a recent annual financial review or audit? If Yes: Please upload it.
- If applicable: Does your fiscal sponsor or parent organization have a budgeted revenue of $500,000 US or greater? If No: Please upload the most recent 12-month statement of revenue and expense and the most recent 12-month balance sheet for that organization. If Yes: Does your fiscal sponsor or parent organization have a recent annual financial review or audited financial statements with accompanying notes and auditor's opinion? If Yes: Please upload it. If No: Please provide the most recent 12-month statement of revenue and expense and the most recent 12-month balance sheet for that organization.

Additional Materials

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