



Opportunity 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 Opportunity 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
- 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).
- Briefly describe the emergent nature of your request. Why is it an unanticipated opportunity? (One or two sentences)



Description of Program

Describe the Opportunity Fund project and why the grant is necessary to reach your short- and long-term goals.



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.