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Third Sun's Community Grant Program

Worksheet for Nonprofit Application

The purpose of this worksheet is to allow you to prepare your answers in advance for the following questions that appear on our online application form. All questions will be required, *including the requirement to upload a letter of reference* so please have a letter prepared before starting the application.

The application MUST be submitted **online** by April 30 to be accepted. Submit your application here: https://thirdsun.com/dfg-2023-application

Organization Name

Contact Name

Contact Position

Contact Email

Contact Phone

Current Website

Mailing Address

Please provide a brief description of your organization (1-2 sentences)

Are you a 501c3 organization in Utah?

How long has your organization been operating?

What is your organizational budget? (dropdown shows: under 100k, 100k-249,999, 250k-499,999, 500k-999,999, over 1 million)

What amount of your total budget is devoted to marketing and/or website?

What are your primary sources of funding?

How many paid staff does your organization have?

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Do you have a strategic plan?

Whom does your organization serve?

What geographical areas do you serve?

What services or programming do you provide to your constituents?

How has your organization been impacted by the pandemic and other events over the past couple years?

What considerations does your organization have for being responsive and sensitive to issues of diversity, equality, and inclusion?

How would our contribution help you fulfill your mission and advance your organizational goals? Be specific and tell us about anticipated impact.

To whom do you need to communicate? Who are your primary audiences?

What are your greatest needs? (multiple choice – new website, new branding/logo, content strategy, graphic design, style guide.)
Tell us more specifics about your needs.

Do you have recent professional photographs of your organization and staff?

Do you currently use an email campaign software?
  o   If so, what do you use?

Do you currently have a CRM (constituent relationship management) or donor database system?
  o   If so, what do you use?

Will you be able to budget ongoing support and hosting costs for your website after the initial

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year? ($1200 - $1500/year)

Who will be responsible for maintaining the website?

Who will be on the website project team? Please list and describe.

Are you a member of the Utah Nonprofits Association (UNA)?

With regard to this project, who will be the final decision-maker for the organization?

Is your board of directors in support of your efforts to undergo this branding and website design project? Please tell us about their support.

Can you adhere to the stated timeline (starting June 1 with anticipated completion by September)? Please let us know of any conflicts.

Please submit a letter of reference specifically for this project that speaks to your organization's need and strengths. This should be from a community partner or donor. (Have this document ready to upload as PDF or Word Doc.)

Are you willing to be interviewed as part of the application process if you are chosen as a finalist?

How did you hear about this opportunity?

Are there any other comments or anything else you'd like us to know that was not covered above?