

SAMPLE #1

2024 Organizational Grant

Welcome

2024 Organizational Grant Application

Request Type/Status

Contributions-Organizational Grant (GOS)-01. Initial Intake

Fund

HoMo Grants

Type of Support

ORG / General Operating Support (ORG)

Internal Program

Organizational Financial Support (ORG)

Organization Type

Arts-organization

Welcome!

Welcome to RAC's Organizational Grant Application!

The Regional Arts Commission's is providing arts and culture nonprofits with the opportunity to apply for unrestricted funding. This builds equity into our processes, enhances our grantees' capacity, and resilience in our vibrant arts organizations. Unrestricted funding allows grantees the flexibility to direct spending where it is needed, while addressing key infrastructure issues.

The Organizational Grant category provides a one-year, unrestricted, and flexible grant to support the day-to-day operations or programs of nonprofit arts and culture mission-driven organizations that produce and present arts and culture programming in St. Louis city and county.

You will find grant guidelines and other helpful information on the [RAC website](#). Please review the guidelines in their entirety to ensure the organization's eligibility and to understand what is needed to complete the application.

For questions related to Organizational Grants, please email grants@racstl.org.

Tips for completing this application

The following are helpful tips to get started:

- Add mail@grantapplication.com to your address book or safe senders list to ensure you receive all communications from RAC.
- Before filling out the application, you may find it helpful to click the "Printer Friendly Version" button above. This will offer you a preview of all of the questions on the application.
- After viewing the questions, you may wish to utilize a word-processing tool (e.g. Microsoft Word) to craft your responses, then copy/paste them into the application.
- Save your work often. You may save and return to your application by clicking "Save & Finish Later" at the bottom of each screen. To access your saved application, sign on to your account at this URL: https://www.GrantRequest.com/SID_6248?SA=AM.
(IMPORTANT: Please do not go back to the link you clicked to access the application. Logging on from the application link will create a new blank application).
- When clicking "Review & Submit", you will be required to review the entire application one final time before clicking the "Submit Application" button at the bottom of the screen.
- For Technical Support with the Blackbaud Grants Management System, please email Blackbaud Technical Support at MS_RACSTL_Grantmaking@blackbaud.com.

Organization and Key Contacts

Organization Information

Legal Organization Name

██████████

DBA (Doing Business As)

Street Address

████████████████████

City

St Louis

State

MO

Zip Code

██████████

Tax ID or EIN

[REDACTED]

Current Annual Operating Budget

\$

[REDACTED]

Website URL

Do not include http://

[REDACTED]

Is the organization a first time applicant?

No

Please select the organization's Application Category

Folk & Traditional Arts

Organization's Mission Statement

200 word maximum

[REDACTED] mission is to build a creative culture of sustainability where discarded items are transformed into cherished resources.

Are the organization's programs/projects free or low cost?

Arts and culture activities are low-cost if admission is \$10 or less.

Free

Executive Director / President & CEO

First Name

[REDACTED]

Last Name

[REDACTED]

Title

Executive Director

E-mail

[REDACTED]

Area Code & Phone Number

(xxx) xxx-xxxx

[REDACTED]

Grant Application Contact

Check here if same as Executive Director / President & CEO

(fields will populate below)

Yes

First Name (Grant Application Contact)

██████

Last Name (Grant Application Contact)

██████████

Title (Grant Application Contact)

Executive Director

E-mail (Grant Application Contact)

████████████████████

Area Code & Phone Number (Grant Application Contact)

(xxx) xxx-xxxx

██████████

Request Information

Request Information

RAC Grant Request Amount

- Organizations with annual operating budget of \$2,000,001 and up may apply for up to \$100,000.
- Organizations with annual operating budget up to \$2,000,000 may apply for up to \$50,000.
- Organizations with annual operating budget up to \$500,000 may apply for up to \$25,000.

25000

Please note: The operations and/or activities for which the applicant is applying must take place between July 1, 2024, and June 30, 2025.

Organization's Fiscal Year

Month/Date – Month/Date

01/01 - 12/31

If there is an activity affiliated with the presentation of the organization's work, please select the zip codes where it intends to present.

Select all that apply. Please note: We will request this information again in the final report, should the application be funded.

████████████████████

Cultural and Artistic Essentials

Cultural and/or Artistic Essentials (40% weighting)

An organization that produces or presents culturally and artistically significant work that supports a full creative life for every St. Louisan.

Essentials (300 word maximum)

Provide an overview of the organization and program(s).

Review Criteria

- Describes the organization, the programmatic activities, and the resources necessary for operations and programs, and the impact.
- Conveys all aspects of the organization, including clear plans for program execution (i.e.: location, dates, frequency, etc. -- who, what, when, where, and why).

██████████ is a national leader in creative reuse arts programming. Founded in ██████████ by community artist, ██████████ the organization was built on the idea that there is creative potential in the waste around us. For over a decade ██████████ has empowered St. Louis artists to share their skills with the community and elevated traditional craft practices to a new audience.

██████████ hosts over 300 arts classes a year, drawing residents from across the region to the workshop in ██████████. Classes include woodworking, natural dyes, sewing, bookbinding, visible mending, fiber arts, stained glass and more. Each season ██████████ works with more than 20 local artists to design and teach classes that blend creativity and sustainability. ██████████ classes are geared towards adult beginners and are popular regardless of gender, race, age, or skill level. The demand for sustainable arts experiences has increased significantly over the last decade with most classes selling out.

While ██████████ finds most materials secondhand, the organization relies on a passionate community of artists, members, volunteers, and donors to raise the \$██████████ annual budget needed to run a vibrant and safe community workshop.

In addition to classes ██████████ takes craft projects to youth and families across the region through partnerships with libraries, festivals, non-profits and neighborhood organizations. ██████████ hosted or participated in 81 community events in 2023 to ensure interactive arts programming stays accessible to all.

With a growing demand for reuse education, ██████████ is an important resource for the region. Workshops are designed to go beyond "upcycling" and blend beauty with function in a way that is achievable and empowering. ██████████ provides residents with the creative skills they need to be more self-sufficient; proving that the arts are an innovative tool to tackle social challenges like climate change.

Cultural and Artistic Significance (300 word maximum)

Explain the organization's programs and artistic intention, including the artists/creatives involved in implementing the program/s.

Review Criteria

- *Demonstrates cultural and artistic significance and how the activities are relevant to the arts & culture sector and artists, and is supported in the marketplace.*
- *Indicates clear commitment to recruit, engage, and compensate artists – with an emphasis on St. Louis artists.*
- *Programmatic activities embody excellence of artistic craft and skills.*
- *Programmatic activities contribute to innovation and new thinking in the artform and wider culture.*
- *Indicates organization's plans for artistic growth or expanding artistic aspirations and/or artistic risk.*
- *Work samples indicate alignment with organizational/programmatic activities. (You will be asked to upload work samples at the end of the application.)*

In addition to an artistic director and part-time woodshop specialist [REDACTED] works with over 20 contracted teaching artists to plan 300 classes annually. While some of the artists [REDACTED] works with have traditional arts education, many are self-taught. The market demand for traditional artistic mediums like textile arts and woodworking has grown, but the barrier to entry for artists to train in these fields is still high. [REDACTED] has not only built an eco-system where traditional craft classes are highlighted and sought after, it has also become a trusted space where artists can grow, take risks, and hone their craft. [REDACTED] works with teaching artists to create lesson plans, work through student feedback, and develop new class ideas, while also providing training opportunities and chances for teaching artists to connect.

Artists make [REDACTED] innovative approach to creative reuse unique. [REDACTED] approach to using salvaged materials showcases how they can be both useful and beautiful. Artists provide the inspiration for what creative reuse can be. Student feedback has identified that access to [REDACTED] classes filled a gap in skills they weren't otherwise able to obtain. In some cases marginalized groups have been excluded from traditional craft due to the high cost of equipment or gender bias (woodworking) or a lack of access to high quality instructors as practical arts are lost in favor of the convenience of unsustainable practices like fast fashion (sewing and mending).

Mediums like natural dyes and quilting have historically been thought of as domestic work rather than creative expression. As [REDACTED] continues to grow, the organization is committed to continue to diversify their teaching artists and invest in the marginalized groups, including Indigenous Americans, Black, and Asian American artists, who have cultural roots to the art forms currently experiencing increased demand.

Organization Goals (300 word maximum)

What does success look like? Identify and explain the organization's:

- Goals
- Objectives
- Outcomes

Review Criteria

- *Goals, objectives, and outcomes are realistic and relative to organizational/programmatic activities and planned execution.*
- *Assessment/evaluation efforts align with the outcomes; and systems are in place to track the results/impact of the organization's work.*

Goal A: Teach diverse St. Louis populations artistic and accessible ways to reuse objects, reduce waste, and live a sustainable life.

Outcomes

1: Serve 3,220 folks through hands-on creative classes, workshops, and demonstrations

2: 85% of participants will report that through their participation, they learned concepts of reuse, learned a new skill, or felt empowered by their creativity

Objectives

1: Host 300 creative reuse classes at [REDACTED]

2: Survey participants about their experiences

Goal B: Increase [REDACTED] teaching artist diversity and investment

Outcomes

1: Increase the number of BIPOC teaching artists from 10% to 20%

2: Increase dollars invested in local artists from [REDACTED] to [REDACTED] annually.

3: 85% of teaching artists will report [REDACTED] improved their artistic excellence, connected them to new customers, or provided supportive space for them to explore their craft

Objectives

1: Host open house opportunities for marginalized artists to explore [REDACTED] space and apply to teach

2: Meet budget goals and increase number of paid opportunities for artists

3: Increase attendance at annual training and networking opportunities for [REDACTED] artists.

Goal C: Position [REDACTED] as a leader of creative reuse education.

Outcomes

1: [REDACTED] will appear in 3 local media stories and 1 national publication.

2: [REDACTED] will grow social media following from [REDACTED] to [REDACTED]

Objectives

1: Send out 4 press releases regarding artistic events and accomplishments during the grant period

2: Promote both teacher and student artistic excellence through social media on a monthly basis

Goal D: Build staff and budget capacity.

Outcomes

1: Generate [REDACTED] in earned revenue to support opportunities for under-served populations to engage in the creative reuse process

2: Increase staff capacity by 20%

Objectives

1: Increase workshop revenue and number of salvaged projects supplies available for sale

2: Hire a Community Partnership Manager, Grant Writer, and [REDACTED] Specialist

Community Benefit

Community Benefit (30% weighting)

Organization that demonstrates broad community benefit and contributes to advancing diversity, equity, inclusion, and accessibility in the community.

Audience (300 word maximum)

Provide an overview of the organization's intended audience.

Review Criteria

- Attendance, participation, or other measures indicate that the community or a constituency values the organization's programs.
- Conveys organization's community impact through qualitative and quantitative data (examples include number of locations, zip codes, neighborhoods, and/or participants served.).
- Demonstrates a link between artistic intention and audience experience.
- Some level of audience assessment is indicated.

██████████ intended audience for classes is adult beginners in the St. Louis Region. Sustainability and creativity can be intimidating, especially for adults, who are worried about making mistakes. Working with beginners encourages teaching artists to place an emphasis on technique and safety providing an atmosphere where participants can ask questions and gain confidence. This also allows participants who have been excluded from certain spaces or mediums to feel at home in the ██████████ workshop. ██████████ partners with teachers who value patience, inclusivity, and accessibility.

It is typical for classes to be inter-generational, attracting young professionals (including many St. Louis transplants) and retirees. ██████████ is also working to keep class prices accessible while still investing in the artists who teach them. By developing workshops that can teach skills or create projects in one sitting, beginners can try new art forms without a major investment in tools or materials. ██████████ also hosts open studio workshops multiple times a month giving participants access to tools when cost or space might otherwise be a barrier to completing their own projects. ██████████ also launched a new member funded scholarship program in 2023 to allow participants without financial means to pay for a class to still attend.

██████████ surveys all class participants multiple times. Once directly on completion of their class, once a week after the class, and another long-term follow-up survey 3 months after the class. While ██████████ was founded on the belief that creative reuse should be accessible for everyone regardless of demographic, in 2024 ██████████ plans to update survey information to better collect demographic information and improve future diversity goals.

DEIA (300 word maximum)

Describe the organization's commitment to diversity, equity, inclusion, and accessibility, including intentional efforts to attract and/or retain diverse audiences and increase access to the arts for underrepresented individuals and/or under-resourced neighborhoods.

If the organization has a board-approved DEI statement, policy, or plan, please upload a PDF of it at the end of the application. If the organization doesn't have one, please indicate its intentions of developing such a document or documents.

Review Criteria

- *Intentionally and strategically recruits diverse collaborators (volunteers, staff, board, donors, participants, etc.) and creatives.*
- *Develops meaningful collaborations with diverse neighborhoods and communities to provide equitable opportunities for creation and participation.*
- *Offerings and information about locations where programs are provided are intentionally accessible to all people and available to the public.*
- *Organization is making progress in reaching new audiences/community or is strengthening relationships with the existing audience.*
- *Demonstrates consideration of affordability in offerings (free and/or reduced-price admission, scholarship, etc.).*
- *Organization's leadership and its culture is known for an inclusive environment.*
- *If organization has uploaded a board-approved DEI statement, policy, or plan, it informs programmatic activities. (If applicable, you may upload the organization's DEI statement, policy, or plan at the end of the application.)*

Located at the intersection of 4 historically black neighborhoods [REDACTED] has a continued commitment to racial equity in the following ways.

1. Representation on the board, staff, and teaching artists

- [REDACTED] has a goal to maintain 30% BIPOC Board Members
- [REDACTED] has a goal to increase staff diversity to 22% by 2025
- [REDACTED] has a goal to increase teaching artist diversity to 20% BIPOC Artists by 2025

2. Increasing access to quality arts programming

- [REDACTED] launched the [REDACTED] in 2020 to prioritize subsidized programming for residents of [REDACTED] hyper-local footprint and folks in St. Louis impacted by environmental racism
- [REDACTED] launched a member-funded scholarship program to reduce financial barrier to arts education
- [REDACTED] will add demographic questions to class surveys to increase data and establish a baseline for improved diversity of participants
- [REDACTED] provides over 50 free arts opportunities for different under-resourced groups across the region annually

3. Prioritizing partnerships and development that advance racial equity

- [REDACTED] will continue to participate in the annual St Louis Racial Equity Summit
- [REDACTED] is currently applying for national funding to evaluate and increase capacity to serve under-resourced populations
- [REDACTED] will continue to apply for the Gyo Obata Fellowship to foster the next generation of BIPOC arts leaders (if not available, [REDACTED] will explore additional ways to invest in and foster diverse arts leadership)

Community Engagement (300 word maximum)

How is the work connected to the community, location, or context. Please include official or unofficial partners and explain how those partnerships inform or support the organization's work.

Review Criteria

- *Indicates the organization contributes to the vibrancy, diversity, safety, and economic vitality of neighborhoods, communities, or the broader St. Louis region.*
- *Demonstrates healthy and/or consistent level of participation/community connection.*
- *Educational, interpretive, and/or other public activities broaden public involvement.*
- *Evidence of the degree to which the organization is grounded in the community by media acknowledgement, partnerships and alliances, and relationships with broad cross-section of the community.*

In 2023 [redacted] hosted or participated in 81 events and workshops which were provided free of charge to different populations in the St. Louis Region and in partnership with trusted community organizations. This was in addition to the 300 artistic classes [redacted] hosts on an annual basis. Long term partners include [redacted]

[redacted]
Newer partnerships include [redacted]

[redacted] has a deep history of providing free access to the arts to women at transitional points in their lives, but in 2020 the organization launched the [redacted] to answer the increase demand for [redacted] programming from hyper local partners and residents impacted by environmental racism. [redacted] hosted a booth to sponsor the Racial Equity Summit and has provided arts opportunities in partnership with [redacted] [redacted] historically black neighborhoods in [redacted] hyper-local footprint.

While [redacted] has partnered with many regional arts organizations including [redacted], and more the organization is often called on to bring hands-on art opportunities to communities who wouldn't otherwise have access or wouldn't consider themselves creative. By saying yes and showing up, [redacted] has become a trusted partner when it comes to community commitment.

[redacted] secured funding from the [redacted] to purchase and build out a mobile workshop and plans to hire a full-time Community Partnerships Coordinator in 2024. These two accomplishments will increase [redacted] capacity to provide hands-on art activities in under-resourced communities and demonstrate the organization's commitment to community outreach.

Capacity and Sustainability

Capacity & Sustainability (30% weighting)

An organization that intentionally plans for program capacity & sustainability.

Budget & Budget Narrative (300 word maximum)

Please complete the Organizational Budget Form and provide a budget narrative describing the organization's ability to carry out its annual goals based on factors such as people and financial resources.

You will be asked to upload the completed budget form at the end of the application.

The template may be found here: [Organizational Grant Budget Form](#).

Review Criteria

- *Has a realistic and balanced budget and clearly articulated budget narrative.*
- *Budget identifies other existing or potential and realistic revenue streams.*
- *Contingency plan in place to support operations and/or programmatic activities.*

For the past 14 years [REDACTED] growth strategy has been organic and incremental. [REDACTED] strategic emphasis through 2025 is to expand staff and volunteer capacity to keep up with the demand for creative reuse programming which has increased exponentially both nationally and regionally over the last decade. However, as a small, flexible organization, [REDACTED] is particularly well-positioned to continue to meet the demands for community arts programming while navigating a changing philanthropic landscape just as they did during the pandemic. [REDACTED] understands the importance of keeping revenue streams diverse.

[REDACTED] revenue is split 46/54 between earned revenue and contributed revenue. [REDACTED] earned revenue includes class fees, contracted off-site workshops, memberships, and sales revenue from salvaged project supplies which are sold to increase artists' access to materials. Earned revenue has strong potential for continued future growth as Perennial hires more team members to meet demand for sold out classes and a full calendar.

[REDACTED] budget highlights a continued commitment to paying artists with [REDACTED] budgeted to support contracted teaching artists and [REDACTED] for staff artist positions. [REDACTED] 2024 budget reflects strategic plan initiatives to hire a full time Community Partnership Coordinator, a part-time [REDACTED] Specialist, and a contracted grant writer, increasing the team's capacity to execute programs and grow their financial foundation.

[REDACTED] still relies on contributed revenue to keep arts experiences accessible to all. Continued investment from community granters like the Regional Arts Commission and [REDACTED] ensures that cost does not limit our neighbors' access to the arts. Due to a changing philanthropic landscape [REDACTED] has shifted the goals for contributed revenue, decreasing dollars expected from corporate partners and increasing capacity to apply for grants by planning to hire a contracted grant writer (the 2023 financials

reflect a one-time grant for a mobile workshop to launch in 2024).

[Instructions for completing the Budget Form](#) and for the Financial Statement, as well as a [Sample Financial Statement](#), can be found on the [RAC website](#).

From the budget template, please enter the totals below:

RAC Grant Request Amount

\$

25000

Subtotal Other Income Amount

\$

████████

Grand Total Income Amount

\$

████████

Financial Statements

You will be asked to upload the organization's Financial Statements for the two most recently completed fiscal years or most recent audit at the end of the application.

Please enter the following information from the financial statement of the most recently completed fiscal year/audit.

Organizational Total Revenue

\$

████████

Organizational Total Expense

\$

████████

Organizational Health

You will be asked to upload a completed Organizational Health Worksheet at

the end of the application.

This information is requested so that application reviewers and RAC staff can gain insight into the organization's internal capacity to effectively advance its mission.

The information will also be used to inform RAC's planning of organizational professional development for the future.

The form may be found here: [Organizational Health Worksheet Form](#).

Review Criteria

- *Conveys ability to maintain operations and programs throughout the funding period, while advancing the organization's mission.*
- *Indicates an active and engaged Board of Directors.*

Sustainability (500 word maximum):

Please provide a growth & development statement.

Review Criteria

- *Statement complements what is known about the organization and the information provided in the budget.*
- *Planning and development, including goal setting, marketing, budgeting, and evaluation are appropriate to scope of operations.*
- *Evidence of dynamic adaptability—the capacity of the organization for self-awareness combined with an ability to plan its business and communications to the public, prioritize and implement its plans, track performance against its plan, and make appropriate corrections as circumstances change.*
- *Demonstrates the capacity of the current board and staff to guide the organization to achieve its strategic goals.*
- *Organization demonstrates sufficient human, financial, and organizational capacity to respond to changing environmental conditions.*

Since [REDACTED] [REDACTED] has grown from an artist's idea into a trusted community arts partner. The organization's mission to build a creative culture of sustainability and uphold the founding values of resourcefulness, accessibility, creativity, sustainability, and fun have been guiding principles as [REDACTED] has prioritized program expansion and community commitments. As additional team members are added and the 2024 budget surpasses [REDACTED], [REDACTED] is no longer considered a micro non-profit and has built the internal structures and plans to respond to changing non-profit landscapes.

[REDACTED] has managed growth and expansions within the organization's capacity. In [REDACTED] the organization moved locations to triple the workshop square footage and meet growing demand from St. Louis artists and participants who wanted more affordable ways to learn creative skills. In 2024 [REDACTED] will launch a mobile workshop to better meet the St. Louis community where they are through off-site workshops and partnerships. [REDACTED] has leveraged programmatic marketing strength to increase class run rates from 56% in 2018 to 90% in 2023. [REDACTED] has increased financial support from both earned and contributed revenue streams to strengthen the organization's foundation.

However, over the past 5 years [REDACTED] has had to recognize and measure their own capacity limits. The Board of Directors has prioritized increasing staff compensation and addressing benefit gaps to be able to offer not only a

positive work environment but a living wage. The board and leadership team recognize the importance of retaining talent and institutional knowledge. Succession planning, updated job descriptions and staff handbook, documenting standard operating procedures, and annual staff reviews have all been part of an initiative to increase the organization's own sustainability. [REDACTED] is working to secure additional operating support to support not just day to day activities but the artists who build curriculum and plan programs.

In addition to staff sustainability, [REDACTED] has implemented new planning tools and procedures to set proactive goals to serve and measure community impact. [REDACTED] moved from 3 to 2 seasons of arts classes to support deeper planning while still being adaptive for contracted teaching artist schedules and programming trends. The [REDACTED] employees now participate in an annual calendar planning, monthly staff meetings, weekly or bi-weekly supervisor meetings (depending on the role and tenure).

The Board of Directors attends meetings every other month, participates in an annual board retreat, has relaunched the board development committee, was selected for BoardBridge (a local initiative to recruit diverse talent to non-profit boards), and is applying for a grant to refresh on-boarding and engagement efforts. Together the [REDACTED] staff and board of directors review current program progress including attendance, participant and partner feedback, and revenue on a regular basis and are quick to adapt and adjust if a goal is not being met. In addition to annual reviews [REDACTED] is also committed to making progress on long-term goals through the execution and creation of a 3 year strategic plan and a supplemental 5 year program plan.

Supporting Documentation

Supporting Documentation

Work Sample(s)

Work samples are essential to the organization's application and play a critical role in the reviewers' understanding of its work. You may upload a total of three work samples in one or both of the formats below.

Work Samples as Attachments:

Please provide up to three (3) work samples in one three-page PDF (.pdf) document. The maximum size of an attachment is 25MB. If your file is large, you may want to consider using the link option described in the next section. Please include the organization's name, the title of the work, year created, and media, if applicable.

Please note: you are limited to one work sample per page for a total of a three-page upload in one PDF (.pdf). If the work samples provided are longer than one page, those samples will be cut to one page for a total of three samples.

Work Samples as Links:

To provide work samples in formats such as video and audio recordings, you will need to provide links. Please list up to three (3) URL links in one PDF (.pdf) document. Each URL must link to a specific website page or YouTube channel. Only provide links that do not require the creation of a user account or password for access. With each URL listed on the PDF document, please include the organization's name, the title of the work, year created, and media, if applicable.

Please note: you are limited to a maximum of three links that will be shared with reviewers.

Tip:

Reviewers may not watch an entire video, listen to an entire audio sample, read an entire writing sample, or look at more than three images. If you would like reviewers to watch, listen to, or read a specific part of the sample, please include a timestamp or page number with the URL link (e.g., "Please start watching at 2:08").

To upload and save your document to the portal:

Click the **CHOOSE FILE** button below; then select the PDF document from your computer; then click the **UPLOAD** button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

██████████ RAC_2024.pdf

Please provide a brief description of the uploaded work sample/s.

150 word maximum

Attached you will find images that represent three areas of ██████████ impact; arts inspiration, arts learning, and arts engagement.

The first is a photo from the ██████████ where 8 talented artists transformed items thrown away in local dumpsters into gallery worthy pieces of art. This show served as inspiration for what's possible when we consider potential in the materials around us.

The second is a series of photos from ██████████ classes, showing both in progress and student pieces. ██████████ workshop is an active classroom focused on giving the community access to tools, materials, and instructors but typically projects are displayed at home.

The third is a small sampling of photos from arts activities ██████████ brings to community events, giving neighbors in the region free access to participate in the arts.

Organizational Chart

So that RAC can understand how the organization functions, please upload an organizational chart that outlines the governance, administrative, and program staff roles (organizations with budgets \$500,001+ ONLY).

For organizations with budgets of \$500,000 or less, you may upload any document (e.g. a blank PDF) to fulfill this requirement.

To upload and save your document to the portal:

Click the **CHOOSE FILE** button below; then select the PDF document from your computer; then click the **UPLOAD** button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

██████████ Org Chart - 2024.pdf

Board of Directors

Please upload the organization's Board of Directors List (including roles and affiliations).

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

****PDF Format Only****. Maximum File Size: 25 mb.



Operational Budget

Please download and complete the Organizational Budget Form. After you have completed the form, upload it below.

The template may be found here: [Organizational Grant Budget Form](#).

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

****PDF Format Only****. Maximum File Size: 25 mb.



Organizational Health

Please download and complete the Organizational Health Worksheet.

This information is requested so that application reviewers and RAC staff can gain insight into the organization's internal capacity to effectively advance its mission.

The information will also be used to inform RAC's planning of organizational professional development for the future.

After you have completed the form, upload it below. The form may be found here: [Organizational Health Worksheet Form](#).

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

****PDF Format Only****. Maximum File Size: 25 mb.

Organizational-Health-Worksheet-2024.pdf

Financial Statements

Please upload the organization's Financial Statements for the two most recently completed fiscal years or most recent audit.

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

****PDF Format Only****. Maximum File Size: 25 mb.



990 Worksheet

Please download and complete the 990 Worksheet form based on figures from the organization's 2021 and 2022 Form 990 or Form 990-EZ.

If the organization completed a 990-N postcard, please indicate that in your upload and leave the other fields blank.

After you have completed the form, upload it below. The form may be found

here: [990 Worksheet Form](#).

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.



Optional Documents

Optional Documents

DEI Statement, Policy or Plan (Optional)

If the organization has a board-approved DEI Statement, Policy or Plan, please submit it here.

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

Diversity Statement 2024.pdf

Strategic Plan (Optional)

If the organization has a current Strategic Plan, please submit it here.

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.



Critical Review (Optional)

Please upload a critical review of the organization, if applicable.

To upload and save your document to the portal:



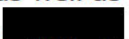
Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

Critical Review.pdf

Please provide a brief description of the uploaded critical review.

150 word maximum

Includes a link to a  Article featuring  work from 2023 as well as participant testimonials. As a creative reuse education non-profit,  makes art happen, ensuring folks in St. Louis have access to experiential arts activities.

SAMPLE #2

2024 Organizational Grant

Welcome

2024 Organizational Grant Application

Request Type/Status

Contributions-Organizational Grant (GOS)-01. Initial Intake

Fund

HoMo Grants

Type of Support

ORG / General Operating Support (ORG)

Internal Program

Organizational Financial Support (ORG)

Organization Type

Arts-organization

Welcome!

Welcome to RAC's Organizational Grant Application!

The Regional Arts Commission's is providing arts and culture nonprofits with the opportunity to apply for unrestricted funding. This builds equity into our processes, enhances our grantees' capacity, and resilience in our vibrant arts organizations. Unrestricted funding allows grantees the flexibility to direct spending where it is needed, while addressing key infrastructure issues.

The Organizational Grant category provides a one-year, unrestricted, and flexible grant to support the day-to-day operations or programs of nonprofit arts and culture mission-driven organizations that produce and present arts and culture programming in St. Louis city and county.

You will find grant guidelines and other helpful information on the [RAC website](#). Please review the guidelines in their entirety to ensure the organization's eligibility and to understand what is needed to complete the application.

For questions related to Organizational Grants, please email grants@racstl.org.

Tips for completing this application

The following are helpful tips to get started:

- Add mail@grantapplication.com to your address book or safe senders list to ensure you receive all communications from RAC.
- Before filling out the application, you may find it helpful to click the "Printer Friendly Version" button above. This will offer you a preview of all of the questions on the application.
- After viewing the questions, you may wish to utilize a word-processing tool (e.g. Microsoft Word) to craft your responses, then copy/paste them into the application.
- Save your work often. You may save and return to your application by clicking "Save & Finish Later" at the bottom of each screen. To access your saved application, sign on to your account at this URL: https://www.GrantRequest.com/SID_6248?SA=AM.
(IMPORTANT: Please do not go back to the link you clicked to access the application. Logging on from the application link will create a new blank application).
- When clicking "Review & Submit", you will be required to review the entire application one final time before clicking the "Submit Application" button at the bottom of the screen.
- For Technical Support with the Blackbaud Grants Management System, please email Blackbaud Technical Support at MS_RACSTL_Grantmaking@blackbaud.com.

Organization and Key Contacts

Organization Information

Legal Organization Name

[REDACTED]

DBA (Doing Business As)

[REDACTED]

Street Address

[REDACTED]

City

St Louis

State

MO

Zip Code

[REDACTED]

Tax ID or EIN

[REDACTED]

Current Annual Operating Budget

\$

[REDACTED]

Website URL

Do not include http://

[REDACTED]

Is the organization a first time applicant?

No

Please select the organization's Application Category

Folk & Traditional Arts

Organization's Mission Statement

200 word maximum

[REDACTED] is an all-volunteer, non-profit organization whose mission is to promote and present roots music from diverse regions and cultures.

Are the organization's programs/projects free or low cost?

Arts and culture activities are low-cost if admission is \$10 or less.

More than \$10

Executive Director / President & CEO

First Name

[REDACTED]

Last Name

[REDACTED]

Title

Board President

E-mail

[REDACTED]

Area Code & Phone Number

(xxx) xxx-xxxx

[REDACTED]

Grant Application Contact

Check here if same as Executive Director / President & CEO
(fields will populate below)

First Name (Grant Application Contact)

████

Last Name (Grant Application Contact)

████

Title (Grant Application Contact)

Volunteer/Grant Writer

E-mail (Grant Application Contact)

████████████████████

Area Code & Phone Number (Grant Application Contact)

(xxx) xxx-xxxx

██████████

Request Information

Request Information

RAC Grant Request Amount

- Organizations with annual operating budget of \$2,000,001 and up may apply for up to \$100,000.
- Organizations with annual operating budget up to \$2,000,000 may apply for up to \$50,000.
- Organizations with annual operating budget up to \$500,000 may apply for up to \$25,000.

25000

Please note: The operations and/or activities for which the applicant is applying must take place between July 1, 2024, and June 30, 2025.

Organization's Fiscal Year

Month/Date – Month/Date

6/24 - 5/25

If there is an activity affiliated with the presentation of the organization's work, please select the zip codes where it intends to present.

Select all that apply. Please note: We will request this information again in the final report, should the application be funded.

St. Louis County- [REDACTED]

Cultural and Artistic Essentials

Cultural and/or Artistic Essentials (40% weighting)

An organization that produces or presents culturally and artistically significant work that supports a full creative life for every St. Louisan.

Essentials (300 word maximum)

Provide an overview of the organization and program(s).

Review Criteria

- Describes the organization, the programmatic activities, and the resources necessary for operations and programs, and the impact.
- Conveys all aspects of the organization, including clear plans for program execution (i.e.: location, dates, frequency, etc. -- who, what, when, where, and why).

[REDACTED] primary programming activity is a year-round series of small, mostly weekend concerts (approximately 120 per year with a max. audience capacity of 120) featuring local, regional, national, and international artists expert in various types of folk and roots music, including traditional jazz styles of the pre-war era (especially those of St. Louis artists of the time), blues (especially early, acoustic styles), ragtime, Cajun, old-time country, bluegrass, traditional Irish & Scottish, "world" music from various cultures, and roots/folk-styled contemporary songwriters.

Many of these genres are largely out of the popular or mainstream realm. As a result, the audiences are too small for most area concert halls to book such acts. Rather, much of this music is presented in bars, which are typically noisy and do not attract a listening audience. We offer an intimate, high-quality listening environment to serve both the fans and musicians of these styles. The shows take place at our venue at [REDACTED], which has been specifically designed to be a listening room with excellent sight lines, sound, staging and acoustics. The room can also transform into a small dance venue. We have an all-volunteer workforce consisting of 10-12 general staff, 4 sound engineers, a videographer, a technical director, and 9 board members who are also working volunteers. Those who volunteer do so as a labor of love for these musical genres. Our concerts are open to the public and all ages are welcome. The concerts lean toward informality and the musicians typically mingle with the audience before and after the shows.

We are approaching our [REDACTED] year of operations, with [REDACTED] years at our present venue. We have maintained and grown our model since our founding in [REDACTED] demonstrating that we have the venue, human and financial resources to continue.

Cultural and Artistic Significance (300 word maximum)

Explain the organization’s programs and artistic intention, including the artists/creatives involved in implementing the program/s.

Review Criteria

- *Demonstrates cultural and artistic significance and how the activities are relevant to the arts & culture sector and artists, and is supported in the marketplace.*
- *Indicates clear commitment to recruit, engage, and compensate artists – with an emphasis on St. Louis artists.*
- *Programmatic activities embody excellence of artistic craft and skills.*
- *Programmatic activities contribute to innovation and new thinking in the artform and wider culture.*
- *Indicates organization’s plans for artistic growth or expanding artistic aspirations and/or artistic risk.*
- *Work samples indicate alignment with organizational/programmatic activities. (You will be asked to upload work samples at the end of the application.)*

The music described in our mission statement and program description is by and large not embraced by the music industry and does not attract widespread attention. We provide a venue unlike any in St. Louis. One can come to our listening room to hear a concert of gypsy jazz as styled by Django Reinhardt in the 1930s, early pre-war jazz as developed in Saint Louis and New Orleans, acoustic blues as developed by African-American musicians in the Mississippi Delta, early country or Appalachian music as developed by the Carter Family, Ska from Jamaica, centuries-old Irish folk and dance music, Taiko drumming as performed historically in Japan, ragtime developed in St. Louis around 1900, Cajun music developed in the bayous of Louisiana, or centuries-old English ballads performed by MBE Martin Carthy.

Beyond developing an appreciation for and enjoyment of the music; we want our audiences to learn about the underlying culture and history of the music they hear and we encourage our artists to share their vast knowledge of this during concerts, which they are typically very happy to do. See our second work sample for examples.

Our artists are selected by our booking committee, which is comprised of five volunteers with nearly 150 years of collective experience in assorted roots traditions. They select artists based on their judgment and knowledge, and with input from volunteers, fans, and referrals from other artists whose judgment we respect. After █ years, we are deeply imbedded with the national and international folk/roots community and can be selective about our choice of artists. We are committed to our local artists and featured them in at least half of our concerts. We also are committed to attracting new and young artists, with the parallel goal of widening our reach to new and young audiences.

Organization Goals (300 word maximum)

What does success look like? Identify and explain the organization's:

- Goals
- Objectives
- Outcomes

Review Criteria

- *Goals, objectives, and outcomes are realistic and relative to organizational/programmatic activities and planned execution.*
- *Assessment/evaluation efforts align with the outcomes; and systems are in place to track the results/impact of the organization's work.*

Our primary goal is to be the premiere venue in the St. Louis region for roots and traditional music.

Our objectives are to

- Present a minimum of 120 concerts annually
- Expand our social media reach and engagement beyond our current website and Facebook platforms.
- Grow the number of younger audience members
- Expand and build upon inclusive booking practices to ensure a minimum 10% of annual shows bolster the [redacted] racial, ethnic, and cultural DEIA values.
- Secure underwriters to cover any losses incurred in booking a more expensive performer with wider name recognition than our usual performers
- Improve our "green room" facilities to meet expectations of bigger name performers.
- Increase our community reach by growing the use of our facility by other music groups during non-concert times (e.g. rehearsals for dance, music and singing groups)

To measure our success and to assess whether we have attained the desired outcomes, we maintain records of number of concerts held, attendance, types of artists, facility use by outside groups. Our treasurer maintains records of donations, including underwriters We informally assess some general audience demographics (such as age) at every show, and typically track number of new attendees each time.

Community Benefit

Community Benefit (30% weighting)

Organization that demonstrates broad community benefit and contributes to advancing diversity, equity, inclusion, and accessibility in the community.

Audience (300 word maximum)

Provide an overview of the organization's intended audience.

Review Criteria

- *Attendance, participation, or other measures indicate that the community or a constituency values the organization's programs.*
- *Conveys organization's community impact through qualitative and quantitative data (examples include number of locations, zip codes,*

neighborhoods, and/or participants served.)

- *Demonstrates a link between artistic intention and audience experience.*
- *Some level of audience assessment is indicated.*

Our intended audience is the general public in the Saint Louis region, with a secondary but important intent to also serve our local community of roots music musicians by providing a quality venue for their performances, as well as other services such as recording and rehearsal space. [REDACTED] is centrally located in an inner-ring suburb, which offers balanced accessibility for the St. Louis area and attracts a diverse, general audience. We promote our concerts widely via our website, Facebook, Instagram, a weekly email blast, and the RAC event site. Our shows also regularly get mentions on [REDACTED] and in their concert calendar.

We have returned to pre-Covid attendance levels. Nearly 20% of the shows were sold-out in 2022-2023. We had a total of 5,343 attendees. Our audience members come from all across the St. Louis region and from Illinois.

We do not formally survey our audience; we are a small venue (120 capacity) and the volunteers who book the shows attend those shows. Audience reaction is evident; written surveys are hardly needed. To hear first-hand from our audience, we suggest copying and pasting the following link into a browser: [REDACTED]

DEIA (300 word maximum)

Describe the organization's commitment to diversity, equity, inclusion, and accessibility, including intentional efforts to attract and/or retain diverse audiences and increase access to the arts for underrepresented individuals and/or under-resourced neighborhoods.

If the organization has a board-approved DEI statement, policy, or plan, please upload a PDF of it at the end of the application. If the organization doesn't have one, please indicate its intentions of developing such a document or documents.

Review Criteria

- *Intentionally and strategically recruits diverse collaborators (volunteers, staff, board, donors, participants, etc.) and creatives.*
- *Develops meaningful collaborations with diverse neighborhoods and communities to provide equitable opportunities for creation and participation.*
- *Offerings and information about locations where programs are provided are intentionally accessible to all people and available to the public.*
- *Organization is making progress in reaching new audiences/community or is strengthening relationships with the existing audience.*
- *Demonstrates consideration of affordability in offerings (free and/or reduced-price admission, scholarship, etc.).*
- *Organization's leadership and its culture is known for an inclusive environment.*
- *If organization has uploaded a board-approved DEI statement, policy, or plan, it informs programmatic activities. (If applicable, you may upload the organization's DEI statement, policy, or plan at the end of the application.)*

The Board and volunteers at [REDACTED] are committed to intentionally booking acts that reflect the stakeholders' identities in our community. To ensure more racial, ethnic, and cultural inclusion in concerts, the board established a minimum goal of 10% of bookings for targeted bookings designed to widen inclusivity (and met that 10% goal in 2022-2023). We searched nationally for appropriate artists that understand and play the "rootsier" forms of music we showcase, and assembled a wish list. Intentional partnerships with emerging and pioneering artists such as [REDACTED] sustain our efforts. The result has been many exciting new shows, most with first-time artists at [REDACTED]. Audiences grew with a noticeable uptick in newcomers to the [REDACTED] and the shows were well received. As we sustain and develop relationships with these artists (as we do with most who appear at [REDACTED]) they become sources of grassroots/word of mouth exposure and provide referrals for incredible musicians with whom we otherwise would not have the opportunity to work.

Diverse artists who appeared in 2022-2023 are:

[REDACTED]

This approach has continued into the 2023-2024 season and we are on track to exceed 10% of acts featuring diverse artists (musicians of color or of varied ethnic backgrounds, some new, some performers returning since last year). We plan to sustain this initiative in in future years.

Our board-approved Diversity Statement is attached.

Community Engagement (300 word maximum)

How is the work connected to the community, location, or context. Please include official or unofficial partners and explain how those partnerships inform or support the organization's work.

Review Criteria

- *Indicates the organization contributes to the vibrancy, diversity, safety, and economic vitality of neighborhoods, communities, or the broader St. Louis region.*
- *Demonstrates healthy and/or consistent level of participation/community connection.*
- *Educational, interpretive, and/or other public activities broaden public involvement.*
- *Evidence of the degree to which the organization is grounded in the community by media acknowledgement, partnerships and alliances, and relationships with broad cross-section of the community.*

Besides being one of the only listening rooms in the region offering concerts

to the St. Louis community, we contribute in other ways. Having a concert venue enables us to provide what is effectively a small, inexpensive arts center for other arts groups at times when we are not having concerts. Our 1800 square foot space is configured to be versatile. It includes acoustic treatments, a stage, stage lighting, an excellent sound system, and a refinished, original maple floor. Vintage, wooden theater seats can be moved to reconfigure the room to accommodate a variety of activities, including dancing, meetings, recitals, exhibitions, rehearsals and recording. We make this room available to small non-profit groups for little to no fee and it is used most evenings (and sometimes during the day) of the week year-round. Currently, we are home to about twelve small arts groups, such as the

[REDACTED] Most of these groups stress participation, which is a nice complement to our concerts. Our fees are low; we only average about [REDACTED] per month in total fees collected. We also partner with organizations such a [REDACTED] or some of our concerts. In addition, we host several benefit programs annually at no charge.

The existing acoustic, sound and video facilities make the [REDACTED] well-suited for rehearsal and recording space to St. Louis musicians, again for little or no fee. These services are available to the greater St. Louis community but we also serve our resident community; [REDACTED] officials and others credit us with significantly contributing to the revitalization of the city as a "scene" for arts and entertainment.

Capacity and Sustainability

Capacity & Sustainability (30% weighting)

An organization that intentionally plans for program capacity & sustainability.

Budget & Budget Narrative (300 word maximum)

Please complete the Organizational Budget Form and provide a budget narrative describing the organization's ability to carry out its annual goals based on factors such as people and financial resources.

You will be asked to upload the completed budget form at the end of the application.

The template may be found here: [Organizational Grant Budget Form](#).

Review Criteria

- Has a realistic and balanced budget and clearly articulated budget narrative.
- Budget identifies other existing or potential and realistic revenue streams.
- Contingency plan in place to support operations and/or programmatic activities.

The 24-25 budget is based on the plan to host approximately 120 concerts.

Our financial documents show that:

- Most of our income is earned (82% in FY 22-23)

- About 93% of earned income is from concert admissions.
- About 75% of concert admission income goes to artist payment.
- Roughly half of our total income goes to artist payment.

[Instructions for completing the Budget Form](#) and for the Financial Statement, as well as a [Sample Financial Statement](#), can be found on the [RAC website](#).

From the budget template, please enter the totals below:

RAC Grant Request Amount

\$
25000

Subtotal Other Income Amount

\$
██████

Grand Total Income Amount

\$
██████

Financial Statements

You will be asked to upload the organization's Financial Statements for the two most recently completed fiscal years or most recent audit at the end of the application.

Please enter the following information from the financial statement of the most recently completed fiscal year/audit.

Organizational Total Revenue

\$
██████

Organizational Total Expense

\$
██████

Organizational Health

You will be asked to upload a completed Organizational Health Worksheet at the end of the application.

This information is requested so that application reviewers and RAC staff can gain insight into the organization's internal capacity to effectively advance its mission.

The information will also be used to inform RAC's planning of organizational professional development for the future.

The form may be found here: [Organizational Health Worksheet Form](#).

Review Criteria

- *Conveys ability to maintain operations and programs throughout the funding period, while advancing the organization's mission.*
- *Indicates an active and engaged Board of Directors.*

Sustainability (500 word maximum):

Please provide a growth & development statement.

Review Criteria

- *Statement complements what is known about the organization and the information provided in the budget.*
- *Planning and development, including goal setting, marketing, budgeting, and evaluation are appropriate to scope of operations.*
- *Evidence of dynamic adaptability—the capacity of the organization for self-awareness combined with an ability to plan its business and communications to the public, prioritize and implement its plans, track performance against its plan, and make appropriate corrections as circumstances change.*
- *Demonstrates the capacity of the current board and staff to guide the organization to achieve its strategic goals.*
- *Organization demonstrates sufficient human, financial, and organizational capacity to respond to changing environmental conditions.*

Our business model is to provide a venue and broker concerts, with 75% of ticket sales going to the artist. We work with the artist to predict attendance and set ticket prices that will provide adequate compensation (usually above AFM scale) while being affordable. The remaining 25% of ticket sales, plus donations, income from renting the room, and grants (primarily the RAC grant) is used to maintain the venue. This is possible because we are all-volunteer; there are no employees or payroll. Our board is a working board. Our model has proved to be sustainable – we have been doing this successfully for [REDACTED] years. But in addition, we currently have a "rainy day" reserve fund of about [REDACTED] to cover contingencies, so we have ample capacity to complete a proposed program even if expenses for the program year exceed income. We are expanding our grant-seeking efforts this year, having contracted with a grant writer for the first time in our history.

During the epidemic, we were closed for 1.5 years with severely reduced income from having no concert income. We switched to livestreaming and earned about [REDACTED] all of which we gave to struggling musicians while we operated on reserve funds. Our ability to weather those dramatically changing environmental conditions is indicative of the dedication of the volunteers who run [REDACTED] and the music patrons we serve.

Supporting Documentation

Supporting Documentation

Work Sample(s)

Work samples are essential to the organization's application and play a critical role in the reviewers' understanding of its work. You may upload a total of three work samples in one or both of the formats below.

Work Samples as Attachments:

Please provide up to three (3) work samples in one three-page PDF (.pdf) document. The maximum size of an attachment is 25MB. If your file is large, you may want to consider using the link option described in the next section. Please include the organization's name, the title of the work, year created, and media, if applicable.

Please note: you are limited to one work sample per page for a total of a three-page upload in one PDF (.pdf). If the work samples provided are longer than one page, those samples will be cut to one page for a total of three samples.

Work Samples as Links:

To provide work samples in formats such as video and audio recordings, you will need to provide links. Please list up to three (3) URL links in one PDF (.pdf) document. Each URL must link to a specific website page or YouTube channel. Only provide links that do not require the creation of a user account or password for access. With each URL listed on the PDF document, please include the organization's name, the title of the work, year created, and media, if applicable.

Please note: you are limited to a maximum of three links that will be shared with reviewers.

Tip:

Reviewers may not watch an entire video, listen to an entire audio sample, read an entire writing sample, or look at more than three images. If you would like reviewers to watch, listen to, or read a specific part of the sample, please include a timestamp or page number with the URL link (e.g., "Please start watching at 2:08").

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

***PDF Format Only*. Maximum File Size: 25 mb.**

2024 Org grant Work Samples.pdf

Please provide a brief description of the uploaded work sample/s.

150 word maximum

Work Sample One is a video compilation of highlights from performers in 2023-24 season. Our YouTube channel [REDACTED] has this and nearly [REDACTED] videos of complete concerts posted.

Work Sample Two is a video compilation of our artists commenting during concerts on the history and culture associated with their music. Their comments are historical, enjoyable and educational.

Organizational Chart

So that RAC can understand how the organization functions, please upload an organizational chart that outlines the governance, administrative, and program staff roles (organizations with budgets \$500,001+ ONLY).

For organizations with budgets of \$500,000 or less, you may upload any document (e.g. a blank PDF) to fulfill this requirement.

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

Blank PDF.pdf

Board of Directors

Please upload the organization's Board of Directors List (including roles and affiliations).

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

[REDACTED]

Operational Budget

Please download and complete the Organizational Budget Form. After you have completed the form, upload it below.

The template may be found here: [Organizational Grant Budget Form](#).

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

RAC_Organizational_Grant_Budget-Template-2024-with-Formulas-FINAL.pdf

Organizational Health

Please download and complete the Organizational Health Worksheet.

This information is requested so that application reviewers and RAC staff can gain insight into the organization's internal capacity to effectively advance its mission.

The information will also be used to inform RAC's planning of organizational professional development for the future.

After you have completed the form, upload it below. The form may be found here: [Organizational Health Worksheet Form](#).

To upload and save your document to the portal:

Click the **CHOOSE FILE** button below; then select the PDF document from your computer; then click the **UPLOAD** button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

Organizational-Health-Worksheet-2024.pdf

Financial Statements

Please upload the organization's Financial Statements for the two most recently completed fiscal years or most recent audit.

To upload and save your document to the portal:

Click the **CHOOSE FILE** button below; then select the PDF document from your computer; then click the **UPLOAD** button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.



990 Worksheet

Please download and complete the 990 Worksheet form based on figures from the organization's 2021 and 2022 Form 990 or Form 990-EZ.

If the organization completed a 990-N postcard, please indicate that in your upload and leave the other fields blank.

After you have completed the form, upload it below. The form may be found here: [990 Worksheet Form](#).

To upload and save your document to the portal:

Click the **CHOOSE FILE** button below; then select the PDF document from your computer; then click the **UPLOAD** button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

2024-OrgPS-990-Worksheet-FILLABLE-FORM-Final.pdf

Optional Documents

Optional Documents

DEI Statement, Policy or Plan (Optional)

If the organization has a board-approved DEI Statement, Policy or Plan, please submit it here.

To upload and save your document to the portal:

Click the **CHOOSE FILE** button below; then select the PDF document from your computer; then click the **UPLOAD** button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.



Strategic Plan (Optional)

If the organization has a current Strategic Plan, please submit it here.

To upload and save your document to the portal:

Click the **CHOOSE FILE** button below; then select the PDF document from your computer; then click the **UPLOAD** button to attach the document.

PDF Format Only. Maximum File Size: 25 mb.

Critical Review (Optional)

Please upload a critical review of the organization, if applicable.

To upload and save your document to the portal:

Click the CHOOSE FILE button below; then select the PDF document from your computer; then click the UPLOAD button to attach the document.

****PDF Format Only****. *Maximum File Size: 25 mb.*

Please provide a brief description of the uploaded critical review.

150 word maximum