

## APPENDIX—PROPOSAL QUESTIONS

We have included the proposal questions here for your reference. All proposals should be submitted online through United Way's grants portal as described above. If you feel more comfortable sharing your answers via a phone conversation, [please sign up for a time here.](#)

1. Describe your organization's mission and programs/activities (1-2 paragraphs)
2. Civic Engagement grants are designed for organizations that primarily serve low-income residents and communities that have been historically marginalized (including, but not limited to Black, Indigenous, Latinx, Hispanic, and Asian). Please describe the racial and ethnic identities of the primary community you serve. (1-2 paragraphs)
3. What percentage of the individuals you served last year are a part of that primary community?
4. Civic Engagement grants are designed for organizations that are led by people from the communities they serve. Is your Executive Director from the primary community you serve? Is 50% of your staff from the primary community you serve? Are 50% of your Board Members from the primary community you serve?
5. Please briefly describe how the community you serve has been impacted by barriers to civic engagement. (1-2 paragraphs)
6. Please describe the proposed activities and how they will increase your community's participation in civic engagement. (1-2 paragraphs)
7. Please attach the following:
  - a. Your program budget for proposed activities under this grant (with full revenue and expense details)
  - a. Contact list for your Board of Directors, including phone numbers and email addresses (for fiscal host and sponsoree if applicable)

If recommended for a grant award, you will be asked to submit the following additional documents by June 6<sup>th</sup>, 2022:

- a. Your organization's most recent financial statement
- a. Most recent 990 (or that of fiscal sponsor)
- a. IRS determination letter (or that of fiscal sponsor)
- a. Most recent audit (for organizations with annual revenues over \$750,000)
- a. Letter documenting fiscal sponsor agreement (for sponsored agencies)