Direct Service Application

I. Organization Information

A. What is the purpose of your organization and its primary programs and services?*
   Character Limit: 3500

B. What does your organization do well, especially highlighting recent achievements?*
   Character Limit: 3500

C. Besides funding, what are the greatest challenges facing your organization or those you serve?*
   Character Limit: 3500

D. How does your organization address financial sustainability?*
   Character Limit: 2500

E. How does your organization address matters of diversity, equity and inclusion?*
   Character Limit: 2500

F. Briefly describe partnerships or collaborations in which your organization participates:*
   Character Limit: 3500

G. Date established*
   Character Limit: 10

H. Number of full time staff*
   Character Limit: 25

I. Number of part time staff*
   Character Limit: 25

J. Total number of people served annually unduplicated*
   Character Limit: 25

K. Annual organizational budget*
   Character Limit: 20
L. List total actual operating income and expenses for the last 3 completed fiscal years.*
Use figures shown on your organization's IRS 990 Form
Example: 2020, Income: $1,000,000, Expense: $1,000,000, Difference: $0
Character Limit: 2500

M. Has your organization ended with a deficit in any of the past three fiscal years?*
Choices
Yes
No

N. Does the organization currently have an operating reserve?*
Choices
Yes
No

O. Does the organization have an endowment or other funds not included in your annual budget?*
Choices
Yes
No

P. Please list all foundation, corporate supporters, and all other sources of income, with amounts:*
Note: Only include sources of income for your current and most recent fiscal year,
Character Limit: 1500

Q. Who is the current chief executive of the organization?*
Character Limit: 100

R. Chief executive's title:*
Character Limit: 100

S. Chief executive's email address:*
Character Limit: 100

Deficit Information
Please provide an explanation for the deficit and indicate how you have compensated for it.*
Character Limit: 3000
Operating Reserve Information

**What is the amount of the operating reserve?**
If there is no operating reserve, answer 0.
*Character Limit: 20*

**How many months of operating support does this represent?**
*Character Limit: 3*

Endowment Information

**What is the current balance of those funds?**
*Character Limit: 20*

II. Project Description

A. **What is the issue you will address with your project?**
*Character Limit: 1500*

B. **Who are the participants you will be working with and how many will you work with?**
*Character Limit: 1500*

C. **What activities will be part of your project? Please include a timeline for the activities.**
*Character Limit: 3500*

D. **Project start date**
Select date with calendar icon.
*Character Limit: 10*

E. **Project end date**
Select date with calendar icon.
*Character Limit: 10*

F. **What do you need, besides funding, to be successful, such as materials, staff, expertise, etc.?**
*Character Limit: 2500*

Direct Service Application
G. Who will lead the work and who will assist, including staff, consultants and project partners?*

*Character Limit: 2000

III. Project Anticipated Results

A. Which Foundation Focus Area and Result Outcome does your project align with?*

*Guidance: From the dropdown menus, select your Focus Area and then select the ONE Result Outcome you are seeking to achieve. (If you are uncertain, see The Staten Island Foundation Guidelines).

B. As a result of your project activities, what results do you anticipate for your participants?*

*Click on the link below for a worksheet to help you articulate a clear, measurable and verifiable results statement for your application:
Direct Service Application Results Worksheet
*Character Limit: 2500

C. How many participants do you anticipate will achieve these results?*

*Character Limit: 25

D. What information will you use to demonstrate that you have achieved these results?*

*Character Limit: 2000

IV. Project Budget

A. How will funding for this project be used? (In 20 words or less).*

*Character Limit: 250

B. Total amount of budget:*  
Please indicate the total overall budget for this project. It must equal the dollar amount stated in the required project budget attachment.
*Character Limit: 20

C. Amount requested:*  
*Character Limit: 20
D. Project Budget Form*
Please complete the Project Budget Template and upload it here
File Size Limit: 2 MB

E. List foundations, corporations, and other sources of funding you are soliciting for this project:*
***Include amounts and to the best of your knowledge, the status or your proposal with each.
Character Limit: 2500

F. List all sources of income toward the project, actual and prospective with amounts:*
Character Limit: 2000

V. Documentation
Please upload the following documents:

A. Cover Letter signed by organization CEO or Executive Director*
The cover letter should be addressed to the Foundation's Executive Director and should contain anything that is not addressed in the application.
File Size Limit: 2 MB

B. List of Board of Directors*
File Size Limit: 3 MB

C. Current Organizational Budget*
File Size Limit: 2 MB

D. Audited Financial Statements*
File Size Limit: 2 MB

E Authorized Signature
By typing in your Name, Title and Date in the fields below, you confirm that you are authorized to submit this application on behalf of your organization.

Name:*
Character Limit: 75

Title:*
Character Limit: 75
Date:*  
*Character Limit: 10