

ORGANIZATIONAL QUESTIONNAIRE

Organization:

Address:

Phone:

Fax:

Email:

Executive director or lead staff:

Briefly describe (50 words or less) the history of your organization: its objectives, program activities, accomplishments over the past few years and organizational structure.

Describe more specifically the program(s) of your organization: Summarize why the program is needed, what specific problems it will address, and what objectives, strategies and actions you employ to implement the program, how these efforts will make a difference, and who will benefit from it.

Are you a not-for-profit, registered 501C(3) organization? If not, what organization serves as your fiscal sponsor?

Total organizational budget for the most recently completed fiscal year:

Income:

Expenses:

Total organizational budget for the current fiscal year:

Income:

Expenses:

List major funders for the current fiscal year, with the grant amount:

List each staff person with his or her title, and please indicate if the position is full-time or part-time:

Describe the demographics of the population being served by your organization/project:

Please send the following, as available:

- a. Newspaper clippings about the organization/project and upcoming events
- b. Most recent board of directors' list
- c. Budget for the current fiscal year