

The Tetelestai Foundation

Strategic Grant Application Form

Organization Name:

Project Name:

To evaluate your application, we would like to receive the information detailed below. It is not our intention to make this onerous for you, but it is important that we understand your organization and how it is currently managed. You can attach the documents to an email, along with this form once it is complete. If you do not have the information requested note it on the form in the space provided as NA (not available).

If you have questions, please do ask. Completed forms can be emailed to gregjones@thetetelestaifoundation.com.

A detailed description of the proposed project including:

- The rationale for the project.
- How the project will stimulate organizational growth and impact.
- Metrics or indicators used to evaluate the project's impact.
- The project budget and implementation timeline.

Governance Documents including the following:

- Mission and/or Vision Statement
- Core Values

Human Resources

- Number of Full Time Employees _____
- Number of Part Time Employees _____
- Number of Volunteers _____

Organization's Leadership

Please give a short bio of the organization's leader (Executive Director, etc).

Besides the organization's leader, who else is part of the Executive Team and what are their roles?

Please provide a Board roster, including professional affiliation(s) if any and briefly explain the level of involvement of the Board in the operation.

Strategic Plan

- Please provide your current Board approved strategic plan.
- Please explain the process used to monitor and evaluate if your work is accomplishing what you want. What metrics and/or indicators do you use?

Financial Information, please provide the following information.

- Your current organizational budget.
- Your audited/reviewed financial statements for the most recent two years.
- Your internal financial statements for the most recent year, including actual versus budgeted results.
- If the most recent audited/reviewed financial statements are more than 6 months old, please provide internal financial statements for the current year-to-date.

Organizational Policies

Please check the policies that your organization currently has in place:

- Environmental Safeguarding

- Social Safeguarding
- Conflict of Interest
- Diversity, Equity, Inclusion and Justice
- Child and Youth Protection
- Non-Discrimination
- Anti-Harassment
- Document and Records Retention
- Employee Compensation

If your organization has any other policies, please list them. _____

Annual Report

Please provide your 2022 annual report. If your 2022 is not yet complete, please send it to us as soon as it is available.

Name of contact person _____
Email _____
Phone _____