

Voqal Submission Guidelines Funder/Donor Collaborative or Collective Grants

Applicants should consider the information below as a guide to submitting a proposal. Voqal reviews the application to make informed decisions about the merits of the project, its likelihood of achieving its stated goals, and the organization's capacity to effectively carry out the activities. Should a grant be approved, the grant agreement will incorporate the terms of the final proposal.

Submission Format

Upon initial invitation, registered applicants should submit their proposals and related information through Voqal's online grant portal. They should be prepared to work closely with program staff in revising and refining proposal materials before a final proposal is sent to the Board of Directors for review.

A completed proposal generally consists of the following parts, with some exceptions as deemed appropriate by program staff.

If your organization has applied to Voqal in the past, please use the current log-in credentials to access the organization profile. If your organization has not applied, you will first need to create a log-in account and organization profile by using the "Create New Account" button on the log-in page.

SECTION 1: General Information

To determine the appropriate application form, please answer the following questions as directed here.

- Is this grant in support of a donor collaborative or collective?
 - Answer: YES
- Is this grant to support or defeat a ballot measure?
 - Answer: NO
- Do you have a fiscal sponsor?
 - Answer YES or NO as applicable

You will also be asked to provide the name and title of the individual authorized to sign grant agreements for your organization.

SECTION 2: Funder/Donor Collaborations and Collectives

The following outlines the questions on the application form with direction on what Voqal is seeking in each response.

Fund or Project Name:

Applicant will enter the name of this project/initiative or fund.

What type of organization is this?

Applicant will choose the appropriate type from a drop-down menu, which includes: 501(c)3, 501(c)4, 527, 509, or other.

Amount Requested:

Applicant will enter the proposal amount as provided by program staff in the invitation.

Plan Summary:

Applicant will describe what the donor collaboration or collective seeks to accomplish, indicating any goals, objectives, and activities.

Character limit: 1,500

Alternatively, applicants can attach a document outlining the above; if applicant decides to attach a document, they should write "see attached" in the textbox.

Effectiveness:

Applicant will describe how they will determine success.
Character limit: 1,500

Structure:

Applicant will describe the collaboration or collective's structure and how decisions are made.
Character limit: 1,500

Funding Impact:

Applicant will describe how funding will make a difference for the work. Applicant should explain what will be accomplished with an infusion of Voqal funding that would not be possible otherwise.
Character limit: 500

SECTION 3: Communication

Please provide links to the following in the appropriate boxes:

- Facebook page
- Twitter handle/page
- Other online profiles
- Name, title, and email for the main communications staff contact

SECTION 4: Attachments

To avoid formatting issues, applicants should attach all files as a PDF.

Project Budget:

If submitting the proposal for project funding, applicant should complete the *Project Budget Template* found [here](#). Applicant should demonstrate the total project costs and revenues, specifying Voqal's portion.

Operating Budget:

All applicants must submit their current fiscal year's operating budget, clearly indicating expected revenues and expenses.

Current Financial Statements:

All applicants must submit year-to-date (calendar or fiscal year) financial statements, including:

- Statement of Financial Position/Balance Sheet, clearly indicating current assets and liabilities
- Statement of Activities/Profit & Loss, clearly indicating current revenue and expenses

The timeframe covered in the financial statements must be specified. There is also a text box to describe any discrepancies or irregularities in statements that you would like Voqal staff to consider during the review.

Affiliate 501(c)3 or 501(c)4 information:

If an applicant has an affiliation with a counterpart entity, please provide the recently closed annual financial statements (calendar or fiscal year) for the counterpart. Please also describe the cost-sharing parameters.

Diversity Form:

All applicants must complete and attach the *Diversity Form* found [here](#). Applicant should indicate staff and board member identities in the following categories: race/ethnicity, gender expression, and sexual identity. There is also space for applicants to add other characteristics/identities that may be relevant to demonstrating organizational alignment with social equity values and cultural competency (understanding the community it serves).

Supporting Documentation (optional):

At the applicant's discretion, attach supporting materials that demonstrate the organization's ability or plan to implement the work. Applicant may also attach materials that highlight past successes or media mentions.

NOTE: Organizations with fiscal sponsors: *The above attachments should be for your organization/project ONLY. There is a separate section for attaching financial statements of the fiscal sponsor (see SECTION 5 below).*

SECTION 5: Fiscal Sponsor

If your organization has a fiscal sponsor, please provide or attach the following in the appropriate boxes:

- Fiscal sponsor name
- Fiscal sponsor contact name, title, and email
- Authorized Signer
- Fiscal sponsor mailing address
- Fiscal sponsor agreement
- Fiscal sponsor financials for the most recently closed year (calendar or fiscal):
 - Statement of Financial Position/Balance Sheet, clearly indicating current assets and liabilities
 - Statement of Activities/Profit & Loss, clearly indicating current revenue and expenses

General Information

Voqal encourages applicants to contact staff with any questions or concerns while writing the application. Staff can help troubleshoot technical issues and provide guidance on question responses or program elements to highlight.

The reasons most proposals need follow-up before moving to the Board for consideration include:

- Unclear plan of action for how work will be conducted
- Unclear timeline
- Unclear metrics
- Missing attachments
- Unclear budget; does not clearly show all revenues and expenses for the project and/or organization

To avoid follow-up questions from staff, applicant should ensure all questions are thoroughly answered and check all applicable attachments are included. Please see the applicant checklist on page 4.

Contact Information

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Voqal Grant Application Checklist

Section	Direction	Complete
General Information	Answered questions about being a donor collaborative/collective, supporting a ballot campaign, and having a fiscal sponsor	
	Provided the name and title of the authorized signer	
Donor Collaborations and Collectives	Provided fund or project name	
	Indicated the type of organization and the amount requested	
	Answered narrative questions to demonstrate your plan of action and structure, as outlined on pages 1-2 of this document	
Communications	Provided links and information about your communication platforms and contacts	
Attachments	PROJECT GRANTS ONLY: Provided the Project Budget using Voqal template, clearly indicating anticipated revenue and expenses	
	ALL APPLICANTS: Provided the current operating budget for organization's fiscal year, clearly indicating anticipated revenue and expenses	
	ALL APPLICANTS: Provided current financial statements	
	ALL APPLICANTS: Provided financial statements for affiliated 501(c)3 or 501(c)4, if applicable	
	ALL APPLICANTS: Provided the Diversity Form, using the Voqal template	
	ALL APPLICANTS: Provided supporting documentation, if applicable	
Fiscal Sponsor, if applicable	Provided name, contact information, authorized signer, and mailing address of fiscal sponsor	
	Provided the fiscal sponsor agreement	
	Provided fiscal sponsor recently closed year-end financial statements	