



2012 Application Components



The Seattle Foundation has moved to an online system for the C. Keith Birkenfeld Memorial Trust application. The first step of the process is to review the grant guidelines at www.seattlefoundation.org/nonprofits/grantmaking/birkenfeld. Next, please update or create a profile for your organization. To **update** your profile, please 1) login and 2) select your organization's name on www.seattlefoundation.org/nonprofits. To **create** a new profile, please submit a [Profile Request Form](#). If you are new to our website, you will first be taken to a login/registration page, where you can create an account. The information required to establish your nonprofit organizational profile includes: mission statement; organizational and program description; and recent successes and current needs.

Once you have set up your organization's profile, you can proceed to the online application. The components of the online application are listed below.

NARRATIVE QUESTIONS

- Describe your overall capital project: what is the need for new, expanded or renovated facilities; how will this project enable you to achieve your mission; describe the direct benefit to the people and communities served by your organization. (*max. 5,000 characters with spaces*)
- Explain the time frame for your campaign and/or renovation project, including information about whether you have site control, construction drawings and budget, required permits, and a financing plan in place. (*max. 5,000 characters with spaces*)
- What do you estimate to be the increased operating expenses associated with a new, expanded or renovated facility? How do you plan to cover the increased costs? (*max. 5,000 characters with spaces*)
- Describe the naming opportunity tied to this request. If awarded a grant, how will your organization publicize the grant in your community? (*max. 5,000 characters with spaces*)

FINANCIALS

- Three-year financial snapshot of the organization (current year and previous two years)
 - Total Revenue (Individuals, Foundations & Corporations, Events, Fees & Earned Income, Government, Other)
 - Total Expenses

ATTACHMENTS

- Current board list and affiliations
- Current fiscal year operating budget
- List of foundations and corporations and level of support that was awarded from each in the past two fiscal years and a list of current year grants received or pending
- Most recent IRS Form 990
- Audited financial statements (if available)
- Capital campaign or facility renovation budget
- Capital project funds raised to date