EIN Explanation
If the organization name under which this application is being submitted differs from the organization name associated with the EIN used for this application, please explain the reason or relationship (e.g., fiscal sponsorship, undergoing name change).
(1000 character maximum)

Category
Please select the category that **best** matches your organization or the need for which funds are being requested.

Year Founded
Please enter the year the organization was founded.

Mission Statement
Please enter the organization's mission statement.
(1000 character maximum)

Number of Employees
Please enter (separately) the number of full-time employees and the number of part-time employees.

Number of Volunteers
Please enter the number of unduplicated volunteers on an annual basis.

Email List
Please enter the number of email addresses on your donor distribution list.

Annual Budget
Please enter (as three separate numbers) the organization's total expenditures for the most recently completed fiscal year and each of the previous two years. (The numbers should represent the *entire* organization, not just the department, office, or program related to this application.)
(500 character maximum)

Annual Revenue
Please enter (as three separate numbers) the organization's total revenue for the most recently completed fiscal year and each of the previous two years. (The numbers should represent the *entire* organization, not just the department, office, or program related to this application.)
(500 character maximum)

Project Title
What is the name of the program for which the grant is being requested? If the grant would fund general operating or capital expenses, please indicate that.

Requested Annual Payment
Grants are typically in the amount of $100,000, with most paid over multiple years. Please indicate your requested annual installment. For example, if you would like the grant to be paid over four years, type "$25,000." If you seek $100,000 over 10 years, type "$10,000."

Please note that Cummings Foundation prefers to fulfill grants in equal installments. Additionally, although an organization's preference is taken into consideration, the Foundation often awards grants with a different payment schedule.

Program Manager
Please list the name(s) and title(s) as well as the qualifications of the manager(s) of the program for which funds are being requested.
(2000 character maximum)

Geographic Area
What specific geographic area(s) will the program serve?

Summary
In about 20 words only, please summarize what the grant funding would support by finishing this sentence: We would use this funding to... *(Example: "provide low-income immigrants and refugees on the North Shore with English for Speakers of Other Languages (ESOL) instruction through conversation groups and one-on-one tutoring.")*
(225 character maximum)

Organization Background
Please provide a very brief description of the organization's history (including notable recognitions/ awards), followed by a description of its primary activities and the population it serves.
(5000 character maximum)

Need Description
Please describe the need for which funds are being requested, the problem to be solved, the gap to be filled, etc.
(5000 character maximum)

Plan for Grant Funds
Please describe how the funds would be applied to address the need stated above. Bearing in mind that Cummings Foundation typically receives multiple applications for similar causes, consider describing how your organization is especially effective or how the proposed program would fill a need that is not being addressed by other organizations. Save dollar amounts for the budget field, but please include:
  • the number of people expected to be served
  • the plan for implementing the program and accomplishing its goals
(15000 character maximum)

Results and Measurement
Please summarize the specific result(s) you hope to achieve with assistance from grant funding, and describe how you will measure the success of the program(s). If funding is being requested for an existing program, please also describe past results.
(5000 character maximum)

Budget Form
Using this budget form, please provide a program and organization budget, including plans for the expenditure of grant funds from Cummings Foundation. Download the form to your computer, **complete all yellow fields**, and then upload it using the Upload File button below. **NOTE:** Applicants requesting funds for general operating support need not complete the Program budget column.

If the budget is expected to remain relatively stable throughout the term of the grant, and the funds will be used in a similar manner each year, applicants should complete the primary (Year 1) budget tab only. If the budget or grant expenditures are expected to vary each year (other than to reflect general inflation), applicants should complete an additional tab for each year of the grant, based on the requested annual installments.

Budget Narrative
Please briefly explain each *significant* line item. For example, list job positions or contract services to be funded and equipment or supplies to be purchased.
(5000 character maximum)

Other Funding
Please list all committed funding for this program/need from other sources.
(2000 character maximum)

Balance Sheet
Please upload the organization's balance sheet from the most recently completed fiscal year. **NOTE:** A balance sheet is different from an operating statement.

Highest Paid Staff
Please enter the name, title, and total annual compensation of the five highest paid employees. Include salaries or other compensation from any affiliated entities.

Board Members
Please list all active board members and, if applicable, the organizations with which they are employed.
(2000 character maximum)

Board Compensation
Please list all amounts paid by the organization to any board members and/or firms with which a board member is affiliated.
(2000 character maximum)

501(c)(3) Verification
Please upload the IRS determination letter confirming your organization's federal 501(c)(3) status. This question may be bypassed only by organizations qualifying as charitable without an IRS determination letter (e.g., municipalities). **NOTE:** An IRS determination letter is different from a state sales tax exemption letter.

Litigation
Is there any pending litigation against the organization?

Litigation Description
If yes, briefly describe below.
(2000 character maximum)