

**Application reviewers will not review your previously submitted LOI. Accordingly, please feel free to cut and paste sections of your LOI as a starting point for the application. This application should be completed with a three-year grant in mind.**

### Previous Cummings Grants

Has your organization previously received a grant of \$100,000 or more from Cummings Foundation?

**10-Year Grant** (shown only to applicants who respond “yes” to the previous question)

Among this program’s 150 grant winners will be first-time recipients as well as nonprofits that have previously received grants of \$100,000 or more from Cummings Foundation. In April 2023, a limited number of repeat recipients will be invited to make a presentation proposing that their grant be elevated to a long-term award. Twenty-five such requests will be granted in the form of 10- year awards ranging from \$100,000 to \$1 million each.

If you would like to be considered for a 10-year grant, please describe how your organization is well positioned to accept and maximize the benefits of this substantial long-term funding. (**Note:** This is the only question relating to the 10-year grants. Please complete the remainder of this application with a three-year grant, ranging from \$30,000 to \$300,000, in mind.)

Character Limit: 2000

### Project Name

What is the name of the particular program for which the grant is being requested? If the grant, instead, would fund general operating expenses, please so indicate.

Character Limit: 100

### Fiscal Sponsorship

Is the organization requesting funding under the fiscal sponsorship of another organization?

**Fiscal Sponsor Name** (shown only to applicants who respond “yes” to the previous question)

### NCES School or District ID

If your organization is a school, what is your NCES School or District ID number? (otherwise, leave blank)

### County

In what county is the organization headquartered?

### Geographic Area

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

Character Limit: 100

### Geographic Percentage

What percentage of the entire organization’s overall services – not just services provided by one office or division, and not just services to be funded by this grant – are provided within Essex, Middlesex, and Suffolk County?

Character Limit: 250

### Category

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

### Year Founded

What year was the organization founded?

### Annual Budget

On separate lines, please enter the three most recently completed fiscal years and the organization’s total expenditures for each year. (The numbers should represent the entire organization, not just the department, office, or program related to this application.)

Character Limit: 500

### Annual Revenue

Using the same format as above, please enter the organization’s total revenue for the three most recently completed fiscal years. (The numbers should represent the entire organization, not just the department, office, or program related to this application.)

Character Limit: 500

### Annual Budget/Revenue Narrative (optional)

If you think that any aspect of the organization’s annual revenue and expenses listed above might raise questions or concerns by the grant reviewers (e.g., operating deficits, large swings in revenue/expenses from one year to the next), please provide clarifying or explanatory information.

Character Limit: 5000

### Financial Management

Is the organization exempt from filing Form 990 and/or has it been in existence for three years or less?

If you answered **yes** to either or both of the questions above, please answer the following questions:

- Does the organization maintain a separate bank account in its legal name?
- Does the organization have a signature authority policy? If no, please explain. If yes, please briefly describe internal checks and balances on the use of organizational funds.

Character Limit: 2000

### Number of Employees

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

Character Limit: 100

### Number of Volunteers

How many unduplicated volunteers do you have on an annual basis?

Character Limit: 100

### Mission Statement

What is the organization’s mission statement?

Character Limit: 1000

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## Requested Annual Installment

Annual installments will likely range from \$10,000 to \$100,000, with most being paid over either three or 10 years. Please indicate your requested annual installment, which should not exceed 20 percent of your organization's average annual revenue for the past three years.

*Please use round numbers (e.g., \$40,000 instead of \$42,599). Additionally, while an organization's preference is taken into consideration, the Foundation may award a grant with a different annual installment.*

*Character Limit: 20*

## Summary

In 20–25 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 in the North Shore region with English for Speakers of Other Languages instruction through conversation groups and one-on-one tutoring.")

*Character Limit: 225*

## 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.

*Character Limit: 5000*

## Need Description

Please describe the need for which funds are being requested, the problem to be solved, the gap to be filled, etc.

*Character Limit: 10000*

## Project Manager

What are the name, title, and qualifications of the manager of the project for which funds are being requested?

*Character Limit: 2000*

## Plan for Grant Funds

How would the funds be applied to address the need stated above? 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

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.

*Character Limit: 10000*

## Results and Measurement

What specific result(s) do you hope to achieve with assistance from grant funding, and how will you measure the success of the program(s)? If funding is being requested for an existing program, please also describe past results.

*Character Limit: 5000*

## Budget Form

Right click to download [this budget form](#) to your computer. For the purpose of this budget, assume that you *will* receive a Cummings grant. **Note:** All **yellow** fields should be completed with a dollar amount or 0 (zero). The only exception is for applicants requesting funds for general operating support, as they need not complete the *project* budget column. Once the spreadsheet is complete, upload the excel document using the Upload a File button.

If the budget and expenditures are expected to remain relatively stable throughout the term of the grant, complete the primary (Year 1) tab only. If they are expected to vary each year (other than to reflect general inflation), complete an additional tab for each year of the grant, based on the requested annual installments.

For answers to some frequently asked questions about the budget spreadsheet, we encourage you to view [this seven-minute video](#).

*File Size Limit: 3 MB*

## 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.

*Character Limit: 5000*

## Recognition in the Community

Rather than processing multiple smaller donations throughout the year, such as for fundraising events, Cummings Foundation has found it much more effective and efficient to give larger sums through substantial "all-inclusive" multi-year grants. The disadvantage of this approach, however, is that the Cummings name rarely appears on event sponsor lists, which often gives the impression that the Foundation is not among those supporting the local community.

To address this issue, some grant recipients have listed the Foundation as a sponsor of each of their primary annual events (at a non-exclusive level). Please note, however, that the Foundation rarely takes advantage of any sponsor benefits that would result in an expense to the nonprofit. Other recipients have elected to recognize their major and/or long-term donors by including their names or logos in a special section of some of their regular communications.

How would you propose addressing this issue if you were to receive a grant?

*Character Limit: 1000*

## Other Funding

Please list all **committed** funding for this program/need from other sources.

*Character Limit: 2000*

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**Balance Sheet**

Please upload the organization's balance sheet from the most recently completed fiscal year.

**Note:** A balance sheet shows assets and liabilities. It is different from an operating statement (or profit and loss statement), which shows revenues and expenses for a specified period of time.

*File Size Limit: 1 MB*

**Employee Annual Income Disclosure**

What are the names, titles, and total annual salaries of each of the five highest paid current employees of your organization? Include salaries from any affiliated entities.

*Character Limit: 2000*

**Board Members**

Please list all active board members and, if applicable, the organizations with which they are employed.

*Character Limit: 2000*

**Board Compensation**

Please list all amounts paid by the organization to any board members and/or firms with which a board member is affiliated.

*Character Limit: 2000*

**Facebook URL**

*Character Limit: 200*

**Twitter Handle**

*Character Limit: 100*

**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. If your document is from the Commonwealth of Massachusetts, it is not the correct document.

*File Size Limit: 3 MB*

**Pending Litigation?**

Is there any pending litigation against the organization?

**Litigation Description**

If yes, briefly describe below.

*Character Limit: 2000*

**Organization Location**

What type of physical space does your organization use for its headquarters?

**Note:** This data is for informational purposes only; the answer will not be visible to grant reviewers and will have absolutely no bearing on the grant decisions.