

DO NOT MAKE CHANGES TO THIS DOCUMENT.

If you need to use it, make a copy of the document before updating anything.

KEEP BELOW TEXT:

DO NOT DELETE OR OVERWRITE. WHEN CREATING NEW BOILERPLATE FOR A NEW FISCAL YEAR, MAKE A COPY. KEEP EACH YEAR'S BOILERPLATE ON FILE FOR HISTORICAL RECORD.

We recommend keeping some sort of note like the above on whatever boilerplate template your organization ends up using. This way, you don't write over content whenever you make updates. It's helpful to have a historical record!

Organizational Profile

Legal Name:

Organization Doing Business As (DBA) Name:

EIN:

NTEE Code:

Year Established:

Does the organization have a fiscal sponsor?

If yes:

- **Fiscal Sponsor Name:**
- **Fiscal Sponsor EIN:**
- **Fiscal sponsorship agreement attachment:**

Organization Mailing Address:

Organization City:

Organization State:

Organization Zip Code:

Organization Location (if different than above):

Organization City:

Organization State:

Organization Zip Code:

Organization Email Address:

Organization Phone Number:

Organization Web Site:

Organization Social Media:

Primary Contact Name:

Primary Contact Role:

Primary Contact Email:

Primary Contact Phone Number:

Executive Director Name:

Executive Director Email:

Executive Director Phone Number:

Executive Director Number of Years in Current Role:

In your most recent fiscal year, how many individuals did your organization serve?

W-9 Attachment:

501c3/Tax Determination Letter Attachment:

Leadership / Personnel

Total number of full-time staff:

Total number of part-time staff:

Total number of board members:

Total number of volunteers:

Describe your Board and the role it plays in planning, fundraising, and financial oversight. How are decisions made?

Executive Director and Leadership List and Bios:

Board list attachment:

How does your staff team and board of directors reflect the community you serve?

Demographics

BOARD DEMOGRAPHICS

Black/African American: %

Arab American: %

Asian or Pacific Islander: %

Biracial: %

White/Caucasian: %

Hispanic/Latinx: %

Native American: %

Total: 100%

Male %

Female %

Gender nonbinary or gender nonconforming %

Total: 100%

EXECUTIVE STAFF/LEADERSHIP DEMOGRAPHICS

Black/African American: %

Arab American: %

Asian or Pacific Islander: %

Biracial: %

White/Caucasian: %

Hispanic/Latinx: %

Native American: %

Total: 100%

Male %

Female %

Gender nonbinary or gender nonconforming %

Total: 100%

STAFF DEMOGRAPHICS

Black/African American: %

Arab American: %

Asian or Pacific Islander: %

Biracial: %

White/Caucasian: %

Hispanic/Latinx: %

Native American: %

Total: 100%

Male %

Female %

Gender nonbinary or gender nonconforming %

Total: 100%

CLIENT DEMOGRAPHICS

Black/African American: %

Arab American: %

Asian or Pacific Islander: %

Biracial: %

White/Caucasian: %

Hispanic/Latinx: %

Native American: %

Total: 100%

Male %

Female %

Gender nonbinary or gender nonconforming %

Total: 100%

Age Group Served: Select all that apply.

All Ages

Children (0-12)

Teens (13-18)

Young Adults (19-21)

Adults (21-64)

Seniors (65+)

Other Demographics Served: Select all that apply

People w/Disabilities

Veterans

Refugees

Immigrants

LGBTQI+

Low-Income

Other

Low-Income Served: Indicate the percentage of your client base for this organization that are low-income.

Geography: Select all that apply

City of Chicago--City Wide

**City of Chicago and Suburban Cook
City of Chicago-Specific Neighborhoods
Suburban Cook**

Neighborhoods Served, if applicable:

Disability statistics and/or narrative:

Any other relevant demographic information:

Budget and Finances

Fiscal Year End* Enter date of your fiscal year end.

Current Year's Operating Budget

- **Detailed Budget Attachment:**
- **Budgeted Revenue:**
- **Budgeted Expenses:**

Previous Year's Operating Budget

- **Detailed Financial Statement Attachment:**
- **Revenue:**
- **Expenses:**

Deficits*: State the amount of any deficit for the most recent past fiscal year and/or cumulative deficit. Explain the cause(s) for the deficit(s) and the methods your organization is using to address it/them. If this is not applicable, state "not applicable" here.

Current FY Funding Sources - Please list the names and dollar amounts of your current largest sources of funding, including government contracts, foundations, corporations, individual donors, and earned income.

Previous FY Funding Sources - Please list the names and dollar amounts of your current largest sources of funding, including government contracts, foundations, corporations, individual donors, and earned income.

IRS Form 990 Attachment:

Audit Attachment:

Narratives

Mission Statement

Organizational History

Organization Overview

Statement of Need

Key Strategies

Program Overview

Key Partners

Recent Achievements

Project Summary / Specific Program For Which Funding Is Sought

Use of Funds

Goals

Outcomes and Impact

Evaluation Methods and Assessment

Diversity, Equity, and Inclusion

Staff Capacity / Leadership

Sustainability