



Bedford and Lincoln Counties and Coffee, Moore, and Warren Counties Application Requirements

Instructions

All narrative responses and attachments should be submitted via Jotform at <https://form.jotform.com/250208573227151> by **11:59 pm on March 20**.

The Save button at the bottom of the form will open a new dialog box where you may choose to sign up or log in to a free Jotform account to save and easily manage the application drafts in the account. You may also use the Skip Create an Account link at the bottom of the save dialog box to get a link to the draft application or have it emailed directly.

When you are done with the application, please will click the Submit button.

- **Section 1: Agency Information**
 - Agency Contact Information
 - Up-to-date Giving Matters profile
 - **OR**
 - The following attachments uploaded to Jotform:
 - 501c(3) verification
 - Annual Audit
 - 990 Form
 - State Charitable Solicitation Letter
 - List of Board of Directors members
 - Updated 211 profile
 - Agency Mission Statement

- **Section 2: Service Area Selection**
 - Choose Bedford and Lincoln Counties and/or Coffee, Moore, and Warren Counties

- **Section 3: Program Information and Description**
 - Title of Proposal
 - Please provide a brief description of the program or services provided in the counties you serve. (50 word max)
 - Provide a detailed description of the program. What are the program activities? What is the plan for implementation or continuation? Include description of program capacity, intensity, and duration of services. (250 word max)



- Describe how your mission serves one or more of the four pillars we support in the community - Education, Income, Health, and Basic Essentials. (250 word max)
 - Describe the procedures in place for measuring the results achieved by your agency/program. (250 word max)
 - Has your agency used evaluation or assessment to improve this program? If so, explain the process and improvements. (250 word max)
 - Please provide a description of the volunteer needs and opportunities your agency may have. Include the volunteer opportunity, number of volunteers needed, and the date of the activity. (250 word max)
 - Please provide a success story of a client from this program or agency. Please note that this information may be used in public mediums and print materials, so please change any names or identifying information. (250 word max)
- **Section 4: Budget & Demographic Information**
 - Amount Requested
 - What percent of your local program budget is your allocation request?
 - Completed [Program Budget Template](#) uploaded to Jotform
 - Based on the proposed budget, please explain specifically how the requested amount would be spent. (250 word max)
 - If you receive less money than requested, what impact would this have on the program and the individuals served? (100 word max)
 - How many individuals will this program serve?
 - Completed Demographics Template uploaded to Jotform ([Bedford and Lincoln Demographics](#); [Coffee, Moore, and Warren Demographics](#))
- **Final Agreements and Submission**
 - Does your agency acknowledge and align with the [Diversity, Equity, and Inclusion statement](#)?
 - Completed [Patriot Act Form](#) uploaded to Jotform
 - Completed [Partnership Agreement](#) uploaded to Jotform