

# Part 1

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## Hello, Jade Vargo Nelson

Andrey's Foundation

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Please complete this application. The San Francisco Foundation strongly encourages its applicants to draft and edit text fields in a word processing application, save the file to your computer, then cut and paste into the online application. This can prevent the accidental loss of data. For further information on application guidelines and eligibility please visit the [Application Guidelines](#).

At the top and bottom of the screen, you can save your application for later, or click "Save and Continue" to advance to the next page now. Please note: you will be logged out after 3 hours; to ensure your information is saved, we recommend you click "Save and View" every 15 minutes while you are working on your application.

### 2012-2013 Open Call for Applications - Community Development

#### Funding Request

The San Francisco Foundation recommends that all applicants read the [Application Guidelines](#) prior to completing this application.

*Please note that all character counts include spaces.*

Please Select the Type of Support this request is for: [See more information about Type of Support](#)

Project Support   Core Operating Support   Capacity Building

If this is for project or capacity building support, please provide a project description and describe why funding is critical at this time. If you are requesting core operating support, describe why you need funding. *(2,200 characters)*

#### Organizational Background

Please provide background information on your organization, including a brief description of the history, staff, and board. Please include information on how you serve vulnerable communities and promote diversity. *(2,200 characters)*

#### Alignment with Foundation Values and Strategies

Please describe the social justice focus of your work/project. *(1,200 characters)*

Please describe what community need you are addressing and how your work will advance progress in that area. *(1,200 characters)*

## Program Area Goals, Objectives and Strategies

[To see extended version of the Goals and Objectives click here](#)

### Goal(s):

To improve outcomes for low-income families in the Bay Area through affordable housing and increasing savings and assets.

### Objectives and Strategies

#### 1. Preservation and Expansion of Affordable Housing

- Increase the supply of affordable, location-efficient housing
- Support the creation of new models for financing affordable housing
- Support community organizing and advocacy efforts to expand affordable housing

#### 2. Increase savings and assets

- Integrate asset building services with human services
- Integrate financial education and products to help families move from economic security to mobility.
- Educate decision-makers and expand the resources for asset building programs.

In the box below type the number of the objective that most closely reflects your program work.

Describe how your organization and its current programs/project will address the identified objective. *(1,200 characters)*

Describe how your organization and its current programs/project are implementing and/or supporting any of the identified strategies. *(1,200 characters)*

## Outcomes

Addressing one or more of the above objectives and strategies above, what are the main outcomes for which you are requesting support? [See more information about Outcomes](#)

Outcome 1 *(800 characters)*

Outcome 2 (optional) *(800 characters)*

Outcome 3 (optional) *(800 characters)*

## Activities

What are the most important activities that will help you achieve those outcomes? Include specifics about the frequency and duration of the events or services provided. Only one activity is required. [See more information about Activities](#)

Activity 1 *(600 characters)*

Activity 2 (optional) (600 characters)

Activity 3 (optional) (600 characters)

Activity 4 (optional) (600 characters)

Activity 5 (optional) (600 characters)

### Indicators of Success

How will you determine whether your activities will help you reach your project or organizational goals? What are the indicators you will use to measure your success or progress? (1,750 characters)

### Evaluation/Impact

Describe how you will evaluate the success of the work you are proposing. Describe how you will scale, replicate or broaden your impact. Please reference your proposed outcomes and activities. (1,750 characters)

Is this a new project or ongoing work that your organization has previously received funding for?

Please indicate if you have received funding from The San Francisco Foundation before, and briefly summarize the impact those grants have made. (1,500 characters)

### Lobbying

Does your work contain any lobbying or advocacy? Yes or no. Please describe. (600 characters)

### Program Service Percent

The three categories in this box are the same as those on the IRS Form 990, Part II, Statement of Functional Expenses. If you are using a fiscal sponsor, or are a city or university department, please estimate your project's functional expenses. Do not report the functional expenses for the fiscal sponsor or for the entire city or university.

Please note the functional expenses must be greater than 0.

- Program Services include activities that result in services being provided to beneficiaries that fulfill the

organization's mission.

- Management and General includes oversight, business management, general recordkeeping, budgeting, financing, and related administrative activities, as well as management and administration except for direct conduct of program services or fundraising activities.
- Fundraising includes publicizing; conducting fundraising campaigns; maintaining donor mailing lists; conducting special fundraising events; preparing and distributing fundraising manuals, instructions, and other materials; and conducting other activities involved with soliciting contributions from individuals, foundations, government agencies, and others.

(Please use whole numbers to represent percentages i.e. 60, 30, 10)

What percent of your organization's prior year actual spending went to program services?

What percent of your organization's prior year actual spending went to management activities?

What percent of your organization's prior year actual spending went to fundraising activities?

### Financial Information

Please tell us what your total project budget is. (If you are requesting Core Operating Support please enter your total organization budget.)

**Project Start Date:** If you are requesting core operating support please leave blank.



**Project End Date:** If you are requesting core operating support please leave blank.



**Organization Fiscal Year State Date:**



**Organization Fiscal Year End Date:**



### Revenue Budget and Expenses

Please provide your organization's budget, project budget and your proposed budget for TSFF dollars.

In the fields below, the top section is for revenue and the fields below "Amount Requested" are for expenses. If you have expenses that do not fit in the defined fields, please use the "Other" category. Please leave blank any field that does not apply .

- The Previous Year Carry Over for the organization is also known as the previous year's End of Year Net Assets.
- Please provide a total in each category. You do not need to list individual foundations or government sources.
- Committed funding includes those sources of support that have been confirmed.
- Projected revenue includes sources of support that you are currently requesting or plan to request. Your request to The San Francisco Foundation is listed on a separate line.

**\*If you are requesting core operating support, please only complete the Organization budget column.**

**\*\*If your organization is part of a public entity, in the organization budget please use your department figures, not the entire public entity.**

**Please use whole numbers and do not use any formatting!**

Budget Category			
Budget Category	Organization Budget	Project Budget	TSFF Budget
Previous Year Carry Over			
Committed revenue - Other foundations/corporations			
Committed revenue - Government			
Committed Revenue - Other Partners			

Committed revenue - Box office revenue			
Committed revenue - Earned revenue			
Committed revenue - Individual donors			
Committed revenue - Income from endowment			
Projected revenue - Other foundations			
Projected revenue - Government			
Projected revenue - Box office revenue			
Projected revenue - Earned revenue			
Projected revenue - Individual donors			
Amount requested from TSFF			
Total salaries			
Total benefits			
Consultant and professional fees			
Occupancy expenses			
Supplies			
Equipment rental/maintenance			
Employee expenses including travel			
Conferences, conventions and meetings			
Outreach and promotion			
Printing and publications			
Other			

### Description of Budget Other

If you used the Other category in the budget above, please provide a description of the line items included. (800 characters)

### Organization Financial History

Please provide us with summary information about your organization's financial history. Please use the drop down to select the two most recent years ended. **Please complete only the Last year and Two Years Ago Columns.** Do not duplicate years in the header.

We recommend giving the linked Excel form to your accounting/bookkeeping professional to confirm/identify the numbers to input into the table below. [Get Form](#)

If your organization is Fiscally Sponsored please send the Excel Form to your fiscal agent to complete (with their financial data).

If your organization is part of a public entity (school or university department), please enter the fields possible that apply to your department (not the entire entity).

To watch the video for completing this section of the application please [Click Here](#).

### Organization Financial History

Fiscal Year	Three years ago	Two years ago	Last year
Fiscal Year	Fiscal year 2009	Fiscal year 2010	Fiscal year 2011
Total Revenue			
Total Expenses			
Cash and Equivalents			
Total Current Assets			
Total Fixed Assets (land, buildings)			
Total Assets			

Accounts Payable			
Current Liabilities			
Secured Mortgages/Notes Payable			
Total Liabilities			
Unrestricted Net Assets			

## Financial History

Please provide us with summary information about your organization's financial history based on the Excel Form Calculations from above.

Row on the Form	When to provide a comment
Current Ratio	Less than 2 please provide comment
Quick Ratio	Less than 1
Reserve Ration	1 or Less
Surplus/Deficit	If there is deficit in either column please provide a comment
Change in Revenue	More than 10% variance (up or down) should be explained
Change in Expenses	More than 10% variance (up or down) should be explained
% TSFF is of Total Org Budget	More than 10% variance (up or down) should be explained
Change in this year's budget from last year's expenses	More than 10% variance (up or down) should be explained
Change in this year's budget from last year Revenue	More than 10% variance (up or down) should be explained

(2,200 characters)

You can copy and paste directly from the *Comments Column* in the Excel Form. To watch a video tutorial on the calculations and comments portion of the form please [Click Here](#).

## Fundraising Plan

The fundraising plan should give a sense of how the organization expects to ensure that the project and/or organization will have the resources necessary to succeed. Please briefly outline your plan to sustain your efforts over the next one to three years. (2,200 characters)

## Organization Personnel

The number of staff in this section should correspond to the salary expense indicated in the expense budget.

Full time personnel: enter the number of full time staff.

Part-time personnel: enter the full time equivalent for all part time personnel. For example, if you have 20 staff that work half time, enter 10.

**Please enter whole numbers and do not use any formatting.**

Organization Personnel		
Category	Organization FTE	Project FTE
Number of full-time personnel		
Number of full-time equivalent of part-time personnel		
<b>Total</b>	0	0

## Geographic Scope

The San Francisco Foundation is interested in the area you are serving. We are looking for information specifically in detail around neighborhood services. If your project/organization is targeting a specific neighborhood/neighborhoods, please indicate this in the fields below.



Category	%
Lesbian/Gay/Bisexual	
Transgender	
Disabled	
Immigrants	
Foster youth	
Homeless	
Incarcerated	
Ex-Offenders	
Environmentally at-risk	
Early School Leavers	
Unemployed	
<b>Total</b>	<b>0</b>

### Diversity

Please complete the fields below identifying the diversity information for your organization. **Please enter numeric values only, do not use commas.**  
Please note: we are requesting estimates of the following:

- People served Org: the estimated number of people served by your organization per category
- People served Proj: the estimated number of people you plan to serve with the proposed project per category
- People on Staff: the estimated number of people on your staff per category
- People on Board: the estimated number of people on your board per category

For information regarding Bay Area Census data please visit: [Bay Area Census page](#)

**Please use whole numbers and do not use any formatting!**

Diversity				
Category	People Served Org	People Served Proj	People on Staff	People on Board
African American				
Asian				
Hispanic/Latino				
Other Ethnic Minority				
Native American				
Pacific Islander				
Multi-Ethnic Minority				
Undetermined				
White (Non Hispanic)				
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Partners and Funders

Please provide a list of your top two government funders (if applicable), top two private funders and any significant community partners. Please include the following:

Organization Name - Contact Name - Contact Email - Funded Amount

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If you have any questions about using Grantee Center, please begin by reviewing our [Help section](#). If you have additional questions about Grantee Center or your applications or grants, please contact Grants Management at 415.733.8500 or [grantsmanagement@sff.org](mailto:grantsmanagement@sff.org).