



## Agency Profile Instructions

Thank you for your interest in applying for a community grant with Fremont Area Community Foundation. This handout will provide you with the detailed information needed to navigate our online application process.

The agency profile is designed to provide an overview of the agency or organization applying for a grant. Every agency who is interested in applying for a grant is *required* to submit an agency profile *each calendar year*. Annual agency profiles are necessary to ensure the most accurate information is on file regarding an agency. Community Foundation staff utilize the requested information when fulfilling the due diligence process of reviewing grant applications.

Due diligence is the process by which a potential investor assesses the financial health, legal legitimacy, and overall goals, capacity, and values of an organization before deciding whether to invest. Federal regulations require the Community Foundation to conduct due diligence to protect the funder from liability for making a grant that might later be found by the IRS to violate federal rules and regulations.

### How to submit

**Step one:** Visit [fcommunityfoundation.org/grants](http://fcommunityfoundation.org/grants) and click [Grant Central on the left-hand side](#). Sign up by using your email address and creating a password to begin. If you have previously logged in, use your email address and password. If you forgot your password, click the [Forgot your Password?](#) link to have your password reset. The Community Foundation does not store, save, or create your login or password information.

**Step two:** Under the [Applicant Dashboard](#), click [Apply](#) on the top bookmark bar.

**Step three:** Under [Apply](#), click the [Apply](#) button in the right corner.

- If you have completed an agency profile in previous years, you can copy the answers over to the current agency profile form by clicking the [Copy Previous Answers](#) button in the right hand corner. A box will pop up for you to [select](#) the previous agency profile you would like to copy your answers from. Click [Copy Answers](#) at the bottom right corner of the box. Click the [OK](#) box to confirm copying your answers.

**Step four:** Utilize the information below while answering the agency profile application questions:

Under [Organizational Demographics](#) provide:

- **Agency profile:** Enter [Agency Profile](#) for the project name.
- **Agency type:** Indicate the type of agency applying for funding. (Drop Down: [Church](#), [Government](#), [Library](#), [School](#), [Other](#))
  - If you select [Other](#), there is a box to describe your agency

- **Year founded:** Indicate the year the organization was founded.
- **Full-time staff:** Indicate the number of full-time staff employed by your organization.
- **Part-time staff:** Indicate the number of part-time staff employed by your organization.
- **Volunteers:** Indicate the number of volunteers at your organization.
- **Geographic service area:** Indicate your organization's geographic service area. *(250 character narrative box)*
- **Mission:** Please share the mission of your organization. *(250 character narrative box)*
- **History:** Please provide a brief history and key milestones of your organization. *(2,000 character narrative box)*
- **Current programs, activities, and significant collaborations:** List a brief summary of your organization's current programs, activities, and significant collaborations. *(2,000 character narrative box)*

Under [Documents to upload](#), please note only **ONE** document can be uploaded per field:

- **501(c)3 determination:** Please submit a copy of the current IRS 501(c)3 determination letter. If you are a government agency or school, this does not apply. *(2,000 character limit, 2 MB file size limit)*
- **Current board:** Please list or upload the roster of the current governing board. *(2,000 character limit, 2 MB file size limit)*
- **Department of Licensing and Regulatory Affairs (LARA):** All nonprofit corporations must submit a copy of the current Department of Licensing and Regulatory Affairs annual report. *(2,000 character limit, 2 MB file size limit)*
- **Organization budget:** Please submit the budget for the current year. *(2,000 character limit, 5 MB file size limit)*
- **Strategic documents:** If applicable, please submit any strategic organization documents (e.g. theory of change, logic model, strategic plan). *(2,500 character limit, 4 MB file size limit)*

**Step five:** Click [Submit Application](#) in the bottom right corner.

You will receive an email notification indicating your agency profile has been received. Once submitted, you may move ahead in applying for a grant. Please view the [grant application checklist](#) and [instructions](#) on the website to help guide your application process.