

# The Mary Maron Parsons Foundation Grant Application

*Please do not fill this out and submit. For reference only.*

- 1. Is your organization exempt under IRS Section 501(c)(3) and located in the Commonwealth of Virginia?**
- 2. Is your request for a capital project that aligns with the six focus areas of the Mary Morton Parsons Foundation? (Arts and Culture, Civic & Community Needs, Education, Environment, Conservation, Historic Preservation, Social Services & Welfare)**
- 3. Has it been at least 5 years since your organization has received grant funding from the Mary Morton Parsons Foundation or at least one year since a request for funding has been denied?**
- 4. Have you submitted a Contact Form to the Executive Director of the Foundation, discussed the proposed capital project and received verbal approval and login code to submit an application for the current grant cycle?**

**Organization Name\***

**Brief Description of the Organization including its History and Mission (1000 Characters Max)\***

**Office Phone Number (Include Area Code)\***

**Organization Website\***

**Executive Director/President of Organization Name\***

**Executive Director/President of Organization Phone Number\***

**Street 1\***

**Street 2**

**City\***

**State\***

**Zip\***

**Has your organization earned a GuideStar Seal of Transparency?\***

**Describe the current financial health of the organization (Tell us how you rate your finances, including strengths and challenges: ex. trends in revenue and expenses, budget comparisons, cash flows, debt management, reserves, endowment) (1000 Characters Max)\***

**Describe the demographic make-up of the community members you serve (1000 character max) (e.g. gender, race, income level, age, sexual orientation, etc)\***

**In what ways do your Board and staff reflect the community your organization serves if they do not, what efforts do you take to address that difference? (2000 Characters Max)\***

**How does the organization incorporate the values of diversity, equity and inclusion in its operations? (1000 Characters Max)\***

**How does the organization address diversity, equity and inclusion as part of its strategic plan? (1000 Characters Max)\***

**Prefix\***

**First Name\***

**Last Name\***

**Job Title\***

**Email\***

**Phone Number\***

**Brief project summary (1-2 Sentences up to 500 characters)\***

**Project Narrative - Please provide a detailed description of your capital project including purpose of the project, funding goals, timeline, other sources of funding, etc (5000 Character Limit)\***

**7. Which one of the six Mary Morton Parsons Foundation focus areas does the project most align?**

**Requested amount\***

**The total cost of the project\***

**Amount raised to date\***

**Estimate for post completion operating costs\***

**Financial plan for sustaining the project after the grant (2000 Character Max)\***

## Required Documents

### Cover Letter\*

The cover letter must be from an official of the organization stating that the organization has formally approved the proposed program.

Upload PDF File

### List of Organization's Current Governing Board and its Officers\*

Upload PDF File

### Project Budget\*

Upload PDF File

### Organization's Current Operating Budget\*

Upload PDF File

### Recent Financial audit\*

Please include your most recent financial audit with your application.

Upload PDF File

### Recent IRS 990\*

Please include your most recent IRS 990 with your application.

Upload PDF File

### IRS Determination letter\*

The determination letter should include a copy of the organizations IRS certification indicating that the organization is exempt under Section 501(c)(3) and is not classified as a private foundation as defined in Section 509(a)

Upload PDF File

### How long did it take to complete this application\* (ex. 2.5 = 2 hours, 30 minutes)

**We would appreciate you sharing any feedback (good or bad) you have regarding the new online application process. Please note, any feedback you provide will have no impact on your organization's funding decision.**