



Legacy Grant Program 2017 Application Guide

The Foundation honors Mrs. Sewall's interests and lifetime of philanthropy by supporting a limited number of organizations with whom she had personal relationships and affinity and who continue to do the work that she funded in her lifetime. Through these Legacy grants, the Board of Director's recognizes the significance of these organizations to Mrs. Sewall. Only those organizations that have been identified by the Foundation as a Legacy organization and continue to meet the Considerations for Legacy Grants, are eligible to apply for these grants

Applications are due June 15, 2017, by 5pm.



Grant Guidelines

- Applicants must be eligible to accept tax-deductible donations as outlined in Section 170(c) of the Internal Revenue Code. This includes 501(c)(3) federal tax-exempt organizations, public schools, public agencies working for the State of Maine, or Indian tribal governments (and their political subdivisions) recognized by the Department of the Interior.
- Grants may span 12, 24, or 36 months.
- Grants may support operations, capital or projects.



Application Evaluation

Grant requests will be evaluated based on the following considerations.

Legacy Grant Considerations

- Organization is a designated Legacy organization, as predetermined by the Sewall Foundation (thus may work outside current Sewall Foundation priorities)
- Organization continues work that was important to, and funded by, Mrs. Sewall in her lifetime and remains relevant today
- Organization is well run, financially stable and making positive impact in its field of work
- Does not serve at cross purposes to any Sewall Foundation priorities or values

Sewall Foundation General Considerations

- Alignment with Sewall Foundation Values (<http://www.sewallfoundation.org/index.php?page=values-statement>)
- Extent to which work builds social equity and engages community
- Potential reach, including benefit to population served, depth of community need, and degree of anticipated impact
- Organizational capacity, including effectiveness of leadership (board and staff), ability to achieve objectives, and organizational financial health
- Results of past Sewall funding and timely reporting, when applicable



Application Instructions

We will only accept applications submitted through our online application system. Please see our Online Application Guide for more detailed information and helpful tips. Please contact Laura Dover at (207)865-3810, or ldover@sewallfoundation.org, if you run into technical difficulties.

❖ Create a New Application

- All users (returning and new) must select the "New Application" link to start a new application. The link is found on the Animal Welfare Reducing the Unwanted Cat Population grant program page.

Start a **New Application**

- Returning users will enter the appropriate email address and password for their organization's account.
- New applicants will establish an account and password. When you establish an account, an automated email will be sent to you with your account password.
- We strongly recommend that each organization establish only one account, and use that same account every year. This will allow the organization to have access to all applications, reports, and drafts related to the Elmina B. Sewall Foundation in one location. Be sure to use an email address that is monitored and that a record of the appropriate email address and password is kept. Many organizations find that an info@... account serves this purpose well.

❖ General Information About the Online Application

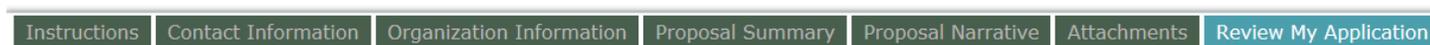
- Do not use your browser's BACK key to navigate. You will lose any unsaved data.
- We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.
- Fields with a red asterisk are required for submission.
- The "check" symbol by the upper right corner of text boxes indicates spell-check is on.
- Click the "*Printer Friendly Version*" button at the top of any page to view the application form in its entirety. Please note that the printed version will not show the drop down options.
- Click the "*Email Draft*" link at the top of any page to share a copy of your draft application with others in your organization. Please note, the emailed draft version is not editable.

- Click the “*Next*” button at the bottom of each page to move through the application. You may also click on the page title tabs at the top of the application to toggle between pages.

❖ Save Your Application

- It is recommended that you save your work frequently as you are filling out the application.
- Click the “*Save & Finish Later*” button at the bottom of any page to save your information and exit out of the application. An email will automatically be sent to the email address associated with this account with a link to log back in and continue working.
- You may also click the “*My Account*” link from the Improving Systems for Meeting Basic Human Needs Grant Program page on the Sewall Foundation website to return to your saved application. You will need the email address and password of your organization's account to access the saved application.
- Un-submitted applications that remain dormant for 120 days will be automatically deleted by the system.

❖ Review and Submit Your Application



- Click on the “*Review My Application*” tab at the top of any page, to view the application in its entirety. The fields will be populated with your completed answers. You will have a final chance to review and amend your work prior to submission.
- You may also click on the “*Review*” button at the bottom of the “*Attachments*” page, to move to the “*Review My Application*” page.
- Click the “***Submit***” button at the bottom of the “***Review My Application***” page to complete the submission process. An email confirming your submission, including a copy of the completed application, will automatically be sent to the email address associated with your account.



- Please note, the Foundation does not see your application until it is submitted.

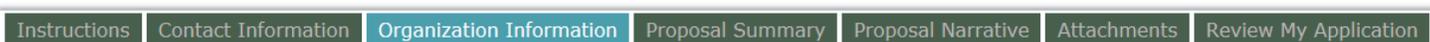


Application Narrative Questions

We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.

* = Required for submission

Organization Questions:



- **Mission:** Please provide your organization’s mission statement. *

- **Organization Background:** Please provide a brief description of your organization's history, key accomplishments, and current programs. *Limit 150 words.* *
- **Organization Update:** If your organization has previously applied for funding from the Elmina B. Sewall Foundation, please describe any significant changes to leadership, mission and programming since the time of your last application. *Limit 125 words.*
- **Active Grant Update:** If your organization has a current grant from the Elmina B. Sewall Foundation, please provide a brief update on the funded work, noting significant changes, if any, from the proposal. Please know that we recognize that approaches to work can evolve with changed circumstances and experiences. *Limit 125 words.*

Proposal Questions:

Instructions	Contact Information	Organization Information	Proposal Summary	Proposal Narrative	Attachments	Review My Application
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The following questions pertain to the work for which you seek funding. If applying for operating support, please consider your organization's full body of work and mission when answering the questions.

- **Brief Summary:** Specifically state the purpose for which you seek funding, and the desired impact or goal of the work. *Limit 100 words.* *
- **Goals Statement:** What do you seek to achieve as a result of this grant? Please note both short-term and long-term goals. *Limit 150 words.* *
- **Proposed Activities:** Please describe the proposed activities that would be supported by this grant, and how they will position you to achieve your goals. *Limit 300 words.* *
- **Priority:** Why is this work a priority for your organization and, if applicable, do you anticipate continuing it in the future? *Limit 150 words.* *
- **Measures of Impact:** How will you measure your progress toward meeting your goals? If you are requesting multi-year support, please indicate benchmarks for each year of the grant period. *Limit 125 words.* *
- **Alignment with Foundation's Values:** How do the culture of your organization and the proposed work align with the Foundation's values? Please note that the Foundation's values were updated in 2014 to reflect our interest in cross-sector connections, social equity, and meaningful community engagement among other elements. *Limit 150 words.* *
- **Complementary Efforts:** To what extent does this work complement other efforts in your region or field of interest? Who else is involved in this work with you? *Limit 125 words.* *
- **Capacity:** Please describe your organization's capacity (e.g. human resources, organizational and financial stability, community support) to carry out the proposed work. *Limit 125 words.* *
- **Community Engagement:** Please describe who will be served through your proposed work. How are they engaged in the design, implementation, decision-making and evaluation? *Limit 150 words.* *

- **Challenges:** In considering your proposed work, what do you view as your greatest challenges and how do you hope to address them? What resources, besides grant support, will you need to do this? *Limit 150 words.* *
- **Additional Information:** Is there anything else you would like us to know that is not addressed in the above responses? If there are resources or documents you wish us to be aware of, please refer to them here. Feel free to share a story that illustrates your work. *Limit 125 words.*



Attachment Descriptions

Instructions	Contact Information	Organization Information	Proposal Summary	Proposal Narrative	Attachments	Review My Application
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You will have the opportunity to upload the following documents on the “Attachments” page of the application. Click the “Browse” button to select your document, then click “Upload” to attach it to your application.

- **Board of Directors List:** Please attach a Board of Directors list with brief bios, if bios are available. *
- **Financial Statements:** Provide full audited or reviewed financial statements, if available, including an independent auditors/reviewers report and notes to the financial statements for the most recently completed fiscal year shown in comparison to the previous year. Also, please provide any letters/communications to governance or management if supplied to you by the auditor/reviewer.

If audited or reviewed financial statements are not available, please provide balance sheets and statements of activities/profit & loss for the most recently completed fiscal year shown in comparison to the previous year. *Please do not submit IRS Form 990.* *

- **Project or Operating Budget Attachment:** For project requests, please provide a detailed project budget, listing major expense categories and sources of revenue (in hand, pledged, and sought).

For operating support requests, please provide your organization’s operating budget, including income and expense, for the year in which funds will be used.

If you seek multi-year support, please break down your budget by year. *



Thank you for your time and effort in applying for a Legacy grant. We look forward to learning about your organization and its work. Please feel free to contact the Foundation with any questions, (207) 865-3810.