Family Grant Program

This is not an application, only a list of our application questions. To apply for a grant from The Seabury Foundation, please visit our [online grants portal](#). *Note: all questions marked with a red asterisk are required.*

Basic Info

Thank you for taking the time to submit a proposal to The Seabury Foundation. If you're new to the foundation, we're excited to get to know your organization. If you're a returning grantee, welcome back!

Should you have any questions or run into any difficulties as you work through this full proposal—or if for any reason you are unable to complete an online application—please email us at please email us grants@seaburyfoundation.org.

Helpful hints:

- We want you to be able to share your work with us as easily as possible (copy and paste welcome!). Accordingly, all text questions on this form have been set to the maximum character limit of 10,000 (1,600 words or about 3.5 pages single-spaced). Please do not feel obligated to fill all this space; **the character count is not an expectation, simply a maximum**. For each question, we've included a suggested character count to guide your response. You'll always have more room if you need it, but if you can say it with fewer words, great!

- Our system allows users to collaborate on grant applications; for more information about the Collaborator feature, check out this tutorial.

- Google Translate is enabled on this application; use the drop-down menu at the top of your screen to automatically translate questions and instructions.

Profile Confirmation*

Please confirm that your organization and user profiles are up to date and accurate. In particular, please double-check that your contact information and your mail address are correct.

Choices

Yes, our information is up to date.

Nonprofit Status*

Are you a 501(c)(3) organization, as designated by the IRS?

Choices

Yes (Please continue.)
No, but we have a fiscal sponsor who is (Please continue.)
No (Please stop here. We can only support 501(c)(3) organizations.)

Year Founded

Note: We understand that organizations often start working prior to receiving their 501(c)(3) status. We want the date that your program launched.

Family Sponsor*

Please provide the name of your family sponsor. If you have any questions about your response to this question, please email us at grants@seaburyfoundation.org.

Primary Focus Area*

The Seabury Foundation supports nonprofits operating in our one or more of our focus areas (further information available on our website). Please indicate which of the following best aligns with your work.

Choices

Academic Support
Arts Enrichment
Career Development
Environmental Sustainability
Wellness

Additional Focus Area(s)

We understand that organizations frequently do more than one thing. Please check any additional focus areas that apply to your work.

Choices

Academic Support
Arts Enrichment
Career Development
Environmental Sustainability
Wellness

Project Name*

Please format your project name as Location: Grant Purpose. If you're seeking general operating support, enter "General Operating." If you're seeking support for a specific project or program, enter the name of that project or program.

Examples:

- Family: General Operating

- Family: Gardening Initiative

Note: Family Grant applicants with annual operating expenses in excess of $2.5 million must apply for project or program support.

Amount Requested*

Note: Family Grant applicants may apply for any amount up to $25,000. For more detailed information, please visit our website.

Annual Operating Expenses*

Please provide the total operating expenses for your most recently completed fiscal year as a single dollar amount and upload a corresponding profit and loss statement below.

Note: If the number above differs significantly from previous years, please use the Additional Info question (end of form) to explain.

Profit and Loss Statement (P&L) for most recently completed fiscal year*

Note: If you do not have a P&L or are unsure what to upload here, please email us at grants@seaburyfoundation.org.

Financial Documents*

Please upload your most recent audited financials or most recently filed IRS Form 990. If your organization doesn't have either of these documents, please email us at grants@seaburyfoundation.org and we can discuss alternatives.

Current Fiscal Year Projected Expenses*

Please provide the total projected operating expenses for your current fiscal year as a single dollar amount.

Budget Context (optional)

Please provide any additional information you think would be helpful to understand your budget numbers.

The suggested character count for this question is 1,000 (about 175 words). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

About Your Organization

Tell us about your team.*

Who's carrying out the work of your organization? How are they qualified to do so?

We understand qualifications to describe not only "formal" certifications such as licenses, trainings, and degrees, but also life experience and embodied knowledge. We are interested in a holistic picture of what your staff bring to the work. Feel free to answer this prompt in the way that makes the most sense to you.

This response is limited to 1,500 characters (roughly 250 words or about a half a page single-spaced).

Fast Track Option

Save some time!

Please take a moment to review the questions below. If you have a completed an application for another funder that answers all (or most) of these questions, please simply upload it here, and we'll use that information to populate our form. *Note: If there are required questions below that your Fast Track upload doesn't cover, please answer those, and answer any of those questions that your upload does cover with "FT."*

Instructions

Should you have any questions or run into any difficulties as you work through this full proposal—or if for any reason you are unable to complete an online application—please email us at grants@seaburyfoundation.org.

Helpful hints:

- We want you to be able to share your work with us as easily as possible (copy and paste welcome!). Accordingly, all text questions on this form have been set to the maximum character limit of 10,000 (1,600 words or about 3.5 pages single-spaced). Please do not feel obligated to fill all this space; **the character count is not an expectation, simply a maximum**. For each question, we've included a suggested character count to guide your response. You'll always have more room if you need it, but if you can say it with fewer words, great!

- Our system allows users to collaborate on grant applications; for more information about the Collaborator feature, check out this tutorial.

- Google Translate is enabled on this application; use the drop-down menu at the top of your screen to automatically translate questions and instructions.

Catch us up. (Returning Grantees Only)*

If you are a new applicant to the Seabury Foundation or if you have not received a grant from us in the last three years, please put "n/a" in the box below.

In lieu of requesting a formal report, we ask instead that you use the space below to provide an overview of the period following your most recent grant from The Seabury Foundation. Please share any program highlights, including key impact measures and significant accomplishments. Please also let us know of any challenges or opportunities that arose during this period. And if there have been major changes to your work or organization (e.g., new approaches, programmatic shifts, or changes in leadership), please tell us about those as well.

To provide you maximum flexibility in responding to this prompt, we will happily accept text, video or audio files, weblinks, or anything else that makes sense to share with us. We want you to be able to catch us up in the way that best supports your work.

Note: We are happy to review whatever you choose to submit, but please do not feel obligated to do any more than the minimum required. Further, our interest is in the content of your response, not the level of polish, so please don't agonize over small details.

Format Specific Instructions:

- **Text:** In the interest of saving you time, if you have prepared a report for another funder that covers this time period, feel free to upload it here, or copy and paste below Don't worry if it was written to another funder's specifications. Alternatively, if you prefer to write something new, feel free!

- **Audio or Video**: Instead of (or in addition to) text, you can share audio or video. If possible, a link would be best, or you can upload a file below (6 MB max).

- **Weblinks**: If there are sections of your website that you'd like to highlight or other links you'd like to share, please paste them below.

- **Anything else**: If you've got other materials that answer the prompt, but don't fit the above categories, we're open! Please upload or share a link below.

The suggested character count for this question is 5,000 (about 800 words or 1.5 pages single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Mission, Vision, and Values*

If you have an existing statement, please copy and paste below or provide a link. If you do not have a pre-existing statement, in as few words as possible, please summarize the why, what, and how of your work. One or two sentences will totally suffice!

If you're drafting something new for this question, the suggested character count is 250 (about 40 words), but feel free to submit something longer.

Program Description*

Please provide an overview of your work. *Note: the following questions will ask about program impact, participants, and location. If it's easier to include that information in your response to this question, please do so. As always, copying and pasting something you've already written is encouraged!*

Helpful hints:

- Applicants seeking project or program support: Please be sure to include details specific to that project or program.

There is no suggested character count for this question—please use however much space you need!

Impact*

If you covered program impact in your response to the previous question, please simply write "see above." Otherwise, please use this space to share how you measure your impact and what your impact is. We are open to both quantitative and qualitative information—whatever is most meaningful to you.

Helpful hint:

- Applicants seeking project or program support: Please be sure to include details about that project or program.

The suggested character count for this question is 3,500 (about 575 words or one page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Tell us about your participants.*

Please tell us about the people with whom you work. This may include demographic data, qualitative information, stories, quotes, or whatever else is relevant. If you covered this information in your response to previous questions, please simple write "see above."

Helpful hints:

- Applicants seeking project or program support: Please be sure to include details about that project or program.

- If your program works with distinctly different groups of participants, please indicate that here.

The suggested character count for this question is 1,500 (about 250 words or a half a page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

What percentage of your participants are BIPOC?*

If you would like to provide context for your response, please use the optional Participant Demographics Context question below.

Choices
76-100%
51-75%
26-50%
up to 25%

What percentage of your participants are low-income?*

Different organizations will understand this differently. Some examples of how low-income is defined:

- eligible for free and reduced-price meals

- family taxable income is less than 150% of the federal poverty level

- family income is less than 80% of the median family income for the area

If you would like to provide context for your response, please use the optional Participant Demographics Context question below.

Choices
76-100%
51-75%
26-50%
up to 25%

Which age group(s) do you work with? (Check all that apply.)*

We understand these categories may not be an exact fit for your organization. Please simply select the one(s) most applicable.

If you would like to provide context for your response, please use the optional Participant Demographics Context question below.

Choices
Infants and Toddlers (birth-2)
Children (3-9)
Preteens (10-12)
Adolescents (13-18)

Young Adults (19-25)
Adults (26-49)
Older Adults (50-64)
Seniors (65+)

Participant Demographics Context (optional)

The suggested character count for this question is 1,500 (about 250 words or half a page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Location*

What we're looking for here is a sense of the place(s) where your organization operates and/or where your participants live. We understand that every organization operates differently: some have a home base with satellite programs, some work exclusively at partner locations, others are based in the communities where they work, and so on. What is most significant to you about your location(s)?

Helpful hints:

- We feel that it's important for people working in a community to know that community well. Please use this prompt to tell us how you maintain a robust connection to the place(s) where your organization operates and/or where your participants live.

- Applicants seeking project or program support: Please be sure to include details about the location of that project or program.

The suggested character count for this question is 1,500 (about 250 words or a half a page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

City Area (Chicago Applicants Only)

Note for Chicago applicants: Though the system will allow you to submit your application without answering this question, we ask that you please complete it. Thank you!

Indicate in which of the following area(s) your organization operates.

Choices

Far South Side
South Side
Southwest Side
Far Southwest Side
West and Near West Side
Central, Near North, and Near South Side
North Side
Far North Side (including Northwest)

Diversity, Equity, Inclusion, & Access*

If you have a DEIA statement, please just copy and paste it below or share a link. If not, please tell us how DEIA is a part of your work.

The suggested character count for this question is 3,500 (about 575 words or 1 page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Do you consider your organization to be BIPOC-led?*

Please provide some context for your response (e.g., information about board, staff, and executive leadership).

The suggested character count for this question is 1,000 (about 150 words). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Tell us about your team.*

Who's carrying out the work of your organization? What do they bring to the work?

Helpful hint:

- Applicants seeking project or program support: Please be sure to include details about the team for that project or program.

The suggested character count for this question is 1,500 (about 250 words or a half a page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Anything else we should know?

This is totally optional; we just want to provide some space for anything else you want to share.

*Note: If you have a few things that you'd like to upload, please use the Additional Upload question below or combine them into one file.

Additional Upload (optional)

How else can we support your work? (optional)

Feedback on the Process (optional)

We welcome and any all feedback you choose to share about our processes. Your responses to the following optional questions will not have an impact on our review of your application.

Roughly how many hours did it take you to complete this application?

What could we improve about our instructions?

Were the questions fair, equitable, and relevant to your work?

Please let us know if there are any questions you wish we had asked.

Any other feedback?