

2023 Catalogue for Philanthropy Application Instructions

Our staff and reviewers keep your narrative and financial information confidential.

Please note: You may complete the application all at once, or you can save as you go and return later. We recommend that you use the questions below to prepare your responses offline before beginning your application. All of our guidelines and answers to FAQs can be found [here](#). When you are ready, you'll find the [online application here](#).

Please find the applications instructions in Spanish [here](#).

Completed applications must be submitted through our online site no later than Tuesday, February 14th, 2023 at 5:00 PM.

While there are not specific word counts for each response, we encourage brevity (no more than 2-4 paragraphs) for each question. Our intent is for you to share your organization's story however is most effective.

Programmatic reviewers will focus their attention on Section 2, while financial reviewers will focus on Section 4. All other information will be used for reference only.

Part I: Basic Organizational Information

- Your 501(c)(3) status and EIN
- Location & area(s) served
- Contact information for your Executive Director, application writer (if different from your Executive Director), and point of contact for the Financial section (if different from your Executive Director)
- Catalogue application history: Are you a new partner or existing partner? Have you applied before, and if so, when? How did you hear about the Catalogue?
- Quick Facts including:
 - Program area: Select a primary and up to two secondary program areas
 - Year founded, budget size, and number of staff
 - 10-word organizational description: a quick snapshot of who you are/what you do. For example, "champions the dignity and rights of vulnerable DC seniors" or "closes the achievement gap for youth in Ward 5".

Part II: Narrative

The narrative includes 11 questions divided into two sections. In general, when answering these questions, ask yourself *"If someone from outside the organization were to read this, would they have a clear picture of the scope of the issue we are tackling? Would they know why our programs are appropriate and necessary? Would they see our impact?"*

*Please note: This is the only part that programmatic reviewers are using to evaluate your application.

Section 1: Who Are You?

- A. Mission, Vision, and Values:** What are your mission and vision statements? What values guide your operations? *(1 paragraph)*
- B. History:** Share a brief history of your organization, explaining how and why it came into being. If there is an interesting story, such as your founder's story, a significant period of growth in your history, or a change in your focus, please share it! *(1-3 paragraphs)*
- C. Your target population:** What population do you serve? What are some of the challenges, needs, or opportunities that they have that you support? Are there historic, systematic, or other larger structural issues that have led to these needs for your target population? Make sure to lay out the landscape for someone who isn't familiar with the issue. *(1-2 paragraphs)*
- D. Your Board:** How many board members do you have? Is your board currently representative of the community, and if not, do you have plans to increase inclusivity? How does your board support your work (financial, volunteering, advocacy, etc.)? *(1-2 paragraphs)*
- E. Your Staff and Volunteers:** Briefly describe your staff structure. If you have volunteers, how are they trained? *(1-2 paragraphs)*
- F. Equity:** How does your thinking about racial equity and social justice inform how you develop and implement programs? How do you get feedback and learn from the community you serve to continually improve and realign your work? *(1-2 paragraphs)*

Section 2: What Do You Do?

- A. Programs and services:** What programs or services do you offer to address the need you have identified? How are these programs structured? Describe them fully. *(3-4 paragraphs)*
- B. Short and long-term goals:** What are 1-2 short term goals for your organization for the coming year (12 months)? What are 1-2 strategic goals for the next three years? How are you positioned to meet these goals? Note: Goals should be clearly stated and include brief information on how you plan to achieve them. Avoid a laundry list of goals! *(1-2 paragraphs)*
- C. Challenges:** What challenges do you face, both internal and external, in carrying out your work? How do you plan to address these challenges? *(1-2 paragraphs)*
- D. Your impact:** What is your impact to date, and what metrics or stories can you share from your last fiscal year? How do you measure your impact? If possible, please try to include both outputs (e.g., how many people did you serve?) and impact measures (e.g., how did people benefit or change). *(2-3 paragraphs)*

- E. Differentiate yourself:** What is unique about your work or organization? This could include values you bring to your work, the process you use, your geographic focus or target population, or the work itself. *(1 paragraph)*

Part III: Wish List

Wish List:

Please complete a 'Wish List' that will help the Catalogue audience understand in concrete terms what a donation to your organization will mean to you. Please fill out an "item" for each of the following four categories: \$100; \$500; \$1000; OTHER (your choice).

Here are some examples:

- | | |
|------------------|--|
| \$100: | gasoline for 2 weeks of food deliveries; |
| \$500: | half the art supplies for our summer program; |
| \$1000: | counseling for 10 survivors of domestic abuse for 1 month; |
| \$15,000(OTHER): | scholarship for 1 student for an entire year. |

PART IV: Financial Information

We will ask you to upload a couple financial documents and provide some financial data. For questions that ask for 2023 data, please use information from your current fiscal year. For questions that ask for 2022 data, please use financial information from your most recently completed fiscal year, and so on. If you don't have information from FY2022, please provide your most recently available data.

Financial Information Required:

- A. **Proof of 501(c)(3) status** – A copy of your IRS 501(c)(3) determination letter.
- B. **IRS Form 990/990EZ** - A copy of your most recently filed form
- C. **2023 organizational budget** – A copy of your current year projected budget.

From your statements of activity (also called profit and loss statements)*:

- How much were your total revenue and expenses in FY2021?
- How much were your total revenue and expenses in FY2022?
- In FY2022, what was the total salary your organization paid to all staff? Do not include benefits.

From your internal records*:

- In FY2022, what was the annual salary of your Executive Director?

From your FY2022 statement of functional expenses (or 990)*:

- What were your total general and administrative expenses and your fundraising expenses in FY2022?

From your balance sheets*:

- What were your net assets (total assets minus total liabilities) at the end of the year in both FY2021 and FY2022? **Note: Some financial records may refer to net assets as total equity.*

Additional information (optional): Is there anything else should we know about the financial information you have provided?

***Please note – If you are a local branch or affiliate of a national organization,** please provide information for your local office where available.

Part V: Demographic Information

This section will help the Catalogue improve future applications and make our process more equitable. Our review team will not evaluate your responses in this section.

1. Does your Executive Director identify as BIPOC (Black, Indigenous, and/or Person of Color)?
2. How does your Executive Director describe their gender?
3. How many board members do you currently have?
4. How many of your board members identify as BIPOC (Black, Indigenous, and/or Person of Color)?

Questions: Before you email or call, please read our [Frequently Asked Questions \(FAQ\)](#). If you don't find the answers you are looking for, call us at 202-939-3459 ext. 5, or email us at info@catalogueforphilanthropy-dc.org.

To help you complete the application, we will be offering a virtual Tips and Tricks Workshop on three dates throughout the winter. Attendance is not required but is strongly recommended if you have not completed an application with us before.

Non-Discrimination:

Unlawful discrimination has no place at the Catalogue for Philanthropy. Our core values include a commitment to equal opportunity and inclusion. We require all organizations that apply to affirm their commitment to core values of non-discrimination consistent with [ours](#).

Catalogue for Philanthropy: Greater Washington is a 501(c)(3) nonprofit organization.