Before You Begin

Required before final submission

Application Materials

- Grantee Checklist
- CDP Indirect Cost Policy
- Budget Template
- Wire Transfer Form

Helpful Tips

- Limit your use of bullets and other formatting.
- Copy and paste as needed.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.
- The maximum size for all attachments combined is 99 Mb.
- Please note that files with certain extensions such as "exe", "com", "vbs" or "bat" cannot be uploaded. Please try to upload documents in the following formats: ".docx", ".doc", ".pdf", ".xlsx", ".xls", ".jpg".
- To return to an 'In Progress Application' or view a previously submitted application, use this link: https://www.GrantRequest.com/SID_6103?SA=AM
- Once the proposal is submitted, the user will receive an automated e-mail from the Center for Disaster Philanthropy with a copy of the submission and a tracking number. If no tracking number is received, the proposal was not submitted, and the user should contact the fund director.

If you have technical difficulties or require assistance accessing or using the portal, please contact the grants manager, Audrey Kidwell, audrey.kidwell@disasterphilanthropy.org.

About Center for Disaster Philanthropy

Mission
We leverage the power of philanthropy to mobilize a full range of resources that strengthen the ability of communities to withstand disasters and recover equitably when they occur.

Vision
We envision a world where the impact of disasters is minimized by thoughtful, equitable and responsible recovery for all.

Theory of Change

- Educate and inform. As the expert on all issues regarding the life cycle of disasters, CDP will be active throughout the year; widely disseminating our expertise through our website, the media, webinars and our partners.
- Help donors collaborate. CDP will help funders learn, present opportunities for collaboration and help leverage their collective strength through funds and other activities.
- Be a thought leader. We will provide leadership in transforming the way government and philanthropy respond to disasters.
- Coordination. We will help philanthropists coordinate giving across sectors to achieve maximum impact, leverage and timing of gifts.
- Increase effectiveness and impact. We will help to increase the effectiveness of donor dollars given for disasters.

To learn more about CDP's grantmaking and view a copy of the application, please visit our website.
Organization Information

Please complete the following questions for your organization as a whole, not for this specific disaster project.

Applicant Organization
Also Known As

Street Address

City State Zip Code

- Select One -

Telephone

Organizational Email Address Web Address

Tax ID
This is a unique nine-digit number assigned by the Internal Revenue Service.

Annual Operating Budget Year End Date

Mission Statement

Word count 0 of 500

Are you a member of VOAD and/or InterAction?
Select all that apply.

- None
- Local VOAD/COAD
- State/Territorial VOAD
- National VOAD
- InterAction

If you chose local or state VOAD, please specify the location.

CDP would like to understand more about the leadership of grantee partner organizations. This information will help us to understand our grantee partners and inform our grantmaking process and strategy but will not be used for this individual funding decision. Please view
CDP’s statement on Race and Intersectional Equity.

Does the leadership of your organization self-identify in the following areas?
For example, if a majority of the key decision makers (Board of Directors/ senior staff) self-identify as older adults and/or Indigenous select both options below. Select all that apply.

☐ Prefer not to answer
☐ Communities experiencing racial or ethnic inequity/ ethnic minorities
☐ Indigenous
☐ LGBTQIA+ People
☐ Migrants/Immigrants/Refugees
☐ Older Adults
☐ People who are economically disadvantaged
☐ People with different abilities
☐ Women
☐ Youth
☐ Other

Other

Is there a specific population that your organization is dedicated to serving?
This might be referenced in the governing documents, strategy or public-facing materials. Select all that apply.

☐ Prefer not to answer
☐ Communities experiencing racial or ethnic inequity/ ethnic minorities
☐ Children and Families
☐ Indigenous
☐ LGBTQIA+ People
☐ Migrants/Immigrants/Refugees
☐ Older Adults
☐ People who are economically disadvantaged
☐ People with different abilities
☐ Women & Girls
☐ Youth
☐ Other

Other
Sample

Contact Information

Organization Contact: Main point of contact for the organization.

This individual is typically the Chief Executive Officer or Executive Director and has the authority to sign contracts.

Prefix
<None> ▼
First Name
Last Name
Title
i.e. Executive Director/CEO/President
Direct Office Phone
E-mail

Request Contact: Main point of contact for general grant administration

This individual is responsible for the completion of grant requirements.

Same as Organization Primary Contact

Prefix
<None> ▼
First Name
Last Name
Title
Direct Office Phone
E-mail

Fiscal Information, as applicable

If your organization is not serving as the project's fiscal sponsor, please provide the information for the entity serving as the fiscal sponsor.

Fiscal sponsors are responsible for the execution of the grant and must meet eligibility guidelines for the grant. To qualify as a fiscal sponsor, an organization must be an established IRS 501(c)(3) tax-exempt organization that agrees to accept donations on behalf of a group that does not have IRS tax exemption.

Fiscal Sponsor Organization Name

Fiscal Sponsor CEO/ED Contact

First Name
Last Name
<table>
<thead>
<tr>
<th>Title</th>
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**Fiscal Sponsor CFO/Finance Contact**

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[Save & Finish Later] [Next]
Request Information

Project Title
The title should be approximately three to six words in length. For example: Long term resiliency program for disaster affected communities.

Purpose Statement
The purpose statement should be a brief, one to two sentences summary of the work. If a grant is awarded, this will be used in the grant agreement and may be used on CDP’s website, and for other public purposes. Example: To provide long-term recovery and build resiliency in disaster-affected communities.

Estimated project started date

Estimated project end date
Final date will be in grant agreement

Please estimate the number of people affected.

Please estimate the number of people served through this project.

In what state(s) or territories will these services be delivered?
- Select One -
- Select One -
- Select One -
- Select One -
- Select One -
- Select One -

List the cities and/or counties services will be delivered.

Provide a detailed description of the proposed project.
Describe the significance of the project to the community. Why is this project needed now in this disaster affected area? What needs will it address? What impact do you anticipate this project making and how do you know?

Word count 0 of 500

How does this project build long term sustainability or resilience in the disaster affected area and/or your organization beyond the life of the project?

Word count 0 of 250
What major activities will help you reach your purpose statement as expressed above?

Please provide up to 3 major activities for your project. Example: Our organization will provide a one-day training on stormwater prevention to underserved homeowners. Each homeowner will receive a free rain barrel and a one-on-one consultation at their property.

**Major Activity 1**

Word count 0 of 150

**Major Activity 2**

Word count 0 of 150

**Major Activity 3**

Word count 0 of 150

What outcomes are you expecting for these activities?

Please indicate expected results in measurable terms, and how they will be measured. Example: "50 underserved homeowners will be trained within three months and demonstrate an increased knowledge of stormwater prevention techniques. This will be measured through a pre- and post-intervention KAP survey."

**Expected outcomes of activity 1**

Word count 0 of 150

**Expected outcomes of activity 2**

Word count 0 of 150

**Expected outcomes of activity 3**

Word count 0 of 150

CDP would like to understand more about whom this project will serve. This information will help us to understand our grantee partners and inform our grantmaking process and strategy but **will not be used for this individual funding decision**. Please view CDP's statement on Race and Intersectional Equity.

**Are the efforts funded by this grant primarily meant to benefit historically marginalized and at-risk populations?**

If yes, are any of the following populations the primarily intended people and/or communities served by the efforts funded by this grant?
You may select from multiple categories to reflect the intentions of your project.
Select all that apply:

- Communities experiencing racial or ethnic inequity/ethnic minorities
- Children and Families
- Indigenous
- LGBTQIA+ People
- Migrants/Immigrants/Refugees
- Older Adults
- People who are economically disadvantaged
- People with different abilities
- Women & Girls
- Youth
- Other

Other:
Indirect Costs: CDP pays reasonable indirect costs, which includes those items that support the organization as a whole – i.e. development, organizational oversight/expenses - versus the specific project or program for which you are requesting a grant.

Exclusions: As a reminder, no CDP Funds support:
A. Any grants unrelated to a disaster or crisis
B. For-profit organizations
C. Grants to individuals, including scholarships, travel assistance or conference fees
D. Annual campaigns
E. ERF Funds do not support Capital Projects (i.e. bricks and mortar).

Total Project Budget

Request Amount

Detailed Project Budget

Please use the budget template or upload a budget that identifies how you will use CDP funds, including a brief narrative for each line item.

Budget Narrative (Additional Details)

The Budget Narrative should not repeat information that is provided in the Project Budget template in Excel. This Budget Narrative section should only be used to provide additional support or context for material budget items that are not already captured in the Project Budget template (e.g. Outside Resources budget expense was based on responses received by your organization a request for proposals; or Personnel budget expense was based on prior budgeting experience). In addition, the Budget Narrative can be used to highlight estimates or assumptions that are most subject to change during the term of the Project.

Will you seek additional support to complete your funding needs for this project?

If yes, please explain from whom you are seeking support. Indicate Funder Name, Status (Received, Committed, Pending, Likelihood) and Amount.

Save & Finish Later  Next
Due Diligence

Upload Instructions:
1. Click Choose file
2. Select the file from your computer
3. Click Upload
4. PLEASE NOTE: Linked forms need to be saved to your computer and uploaded as an attachment

Request Documents

**W-9**
Please ensure that the W-9 is signed.

Choose File | No file chosen
Upload

**WIRE TRANSFER FORM**

Choose File | No file chosen
Upload

MOU
A Memorandum of Understanding is needed if your organization or project requires a fiscal sponsor.

Choose File | No file chosen
Upload

Due Diligence Documents

Please refer to your fund director email on which documents to provide.

**IRS Determination Letter of Non-profit Status**
Letter should include statement that organization is a public charity or not a private foundation.

Choose File | No file chosen
Upload

Current 990
Please ensure your 990 is signed.
Audit
Organizations with an audit: Please upload Current Audited Financial Statements
Organizations without an audit: Please upload current financials from your accounting system (including a balance sheet as of the current date and a profit & loss statement for the prior fiscal year and YTD for the current fiscal year).

Board of Directors
Please list name of the Board Chair, Vice Chairman, and Treasurer.
If this information is easily found on your website, provide the direct link instead

Staff list
Please list the names of the President/CEO/ED, Vice President, CFO/Treasurer/Bookkeeper
If this information is easily found on your website, provide the direct link instead.

Certification
By submitting this request to the Center for Disaster Philanthropy on behalf of the Executive Director/President of the organization named above, I, as the primary contact for this application, attest that all relevant staff and/or Board Members have reviewed this application and the information is accurate and complete.

Electronic Signature