



A Program of the Big Sky Institute for the Advancement of Nonprofits'
Helena Development Initiative
2018 Grant Application Form

Organization and Contact Information:

Organization Name: [Click here to enter text.](#)
Mailing Address: [Click here to enter text.](#)
City: [Click here to enter text.](#) State: [Click here to enter text.](#)
ZIP: [Click here to enter text.](#)
Phone: [Click here to enter text.](#) FAX: [Click here to enter text.](#)
Web Address: [Click here to enter text.](#)
Social Media Address (if applicable): [Click here to enter text.](#)
Contact Name: [Click here to enter text.](#) Title: [Click here to enter text.](#)
Cell Phone: [Click here to enter text.](#) Email: [Click here to enter text.](#)

Application Questions: (Insert your answers to the following questions at the appropriate places.)

1. What is your organization's mission? **50 words maximum** [Click here to enter text.](#)
2. Briefly describe your major programs and activities. **150 words maximum** [Click here to enter text.](#)
3. Describe the populations, (e.g., youth, seniors, families, etc.) and geographic area you serve. **50 words maximum** [Click here to enter text.](#)
4. Are you affiliated with a statewide, regional or national organization, e.g., Montana Nonprofit Association? Yes No

If yes, please provide their names: [Click here to enter text.](#)

Which of the following Helena-area resources for training and capacity building does your organization utilize? (Check as many as apply.)

- Helena Executive Directors' Network Helena Development Roundtable

Helena Development Initiative Workshops Giving Tuesday - Helena Community Awareness Campaign

Helena Area Chamber of Commerce Other: [Click here to enter text.](#)

5. Does your organization have a website? Yes No

6. If yes, who is in charge of design and managing content on your website? [Click here to enter text.](#)

7. Is this person prepared to make design and content changes based on recommendations from the ENC Partners?

Yes No **(Note: A “No” answer could disqualify your application.)**

8. **If you have a communications plan**, please attach it to the email when you submit this application. Describe where you are in its implementation. **100 words maximum**

[Click here to enter text.](#)

9. **If you have a communications plan**, please describe how it will need to be adapted to support your fundraising plan if you receive this grant award. **100 words maximum**

[Click here to enter text.](#)

10. Describe how you will use the ENC award to strengthen your fundraising activities (e.g., needs, goals, expectations, target audience(s), communication tools to be developed, dissemination ideas, etc.).

100 words maximum

[Click here to enter text.](#)

11. **Choose up to FIVE priority communications products** that you want to develop as a result of this grant award and **indicate their priority order**, with number one being the highest priority for all applicants, and is a given for this program:

New identity/branding (including logo and signage):

One Two Three Four Five

New messaging

One Two Three Four Five

New brochure, materials or electronic communications describing your organization or program(s):

One Two Three Four Five

Design and produce materials for a specific event or fundraiser:

One Two Three Four Five

Develop or redesign a website for your organization:

One Two Three Four Five

Develop social media tools and plans to use social media to promote an event or your organization:

One Two Three Four Five

Develop, update, or refine a communications plan for your organization:

One Two Three Four Five

Other (specify): [Click here to enter text.](#)

12. Describe your organization’s capacity to work with the ENC Partners in developing the components of the project and meeting the associated deadlines (See [Project Milestones.](#))

[Click here to enter text.](#)

13. Which staff member in your organization will be responsible to lead this project and ensure that your organization meets all project deadlines? Name/Title/Contact information (if different from above):

[Click here to enter text.](#)

Which staff or board member will provide alternative leadership if the primary leader is unable or unavailable to fulfill this function: Name/Title/Contact information:

[Click here to enter text.](#)

Should your organization’s Executive Director or the ENC Project Leader either leave the organization or have a significant employment change (go from full-time to half-time), BSI and the ENC Partners are to be informed within one week of the organization learning that such changes will occur.

14. The ENC Leadership Team ensures timely completion of project tasks with ENC Partners. Please list all staff, board, and volunteers who will be on the Leadership Team for the project, including the primary and alternative leaders specified in question 13. Identify their role (e.g., provides materials or expertise, provides input, makes design or project decisions, etc.) and the hours each person is able to devote to the project.

Primary Name/Title: [Click here to enter text.](#)

Role: [Click here to enter text.](#)

Hours: [Click here to enter text.](#)

Alternative Name/Title: [Click here to enter text.](#)

Role: [Click here to enter text.](#)

Hours: [Click here to enter text.](#)

Insert other members of the Leadership Team, as necessary:

[Click here to enter text.](#)

15. Is your ENC Leadership Team empowered to make website design and content decisions on behalf of the organization?

Yes No **(Note: A “No” answer could disqualify your application.)**

16. Describe your organization’s capacity to utilize the messaging, plans and products developed during the ENC project **once the project is completed**. Who will lead the implementation of the results from your ENC project, and how will you support these activities? (e.g., staff assignments, board support, resources dedicated to its implementation, etc.) **100 words maximum**

[Click here to enter text.](#)

17. Revenues: What was your total revenue for the most recently completed fiscal year? [Click here to enter text.](#)

What are your projected revenues and expenses for your current fiscal year?

Revenues: [Click here to enter text.](#)

Expenses: [Click here to enter text.](#)

18. Current Staffing Levels:

Number of full-time staff: [Click here to enter text.](#)

Number of part-time staff: [Click here to enter text.](#)

Eligibility and Submission: To be eligible for consideration, the applicant must be a 501(c)(3) nonprofit organization that is based in Lewis & Clark County. Completed applications must be emailed no later than 5pm on Monday, March 26, 2018, to [Mike Schechtman](#) at Big Sky Institute for the Advancement of Nonprofits. **No postal or faxed submissions will be accepted, nor will any applications be accepted after the application deadline.**

2018 Project Milestones: If selected to be a finalist, the applicant **must** be available to attend the finalists' interview on the specified date. Please protect this date on your calendar.

March 26	Grant applications due
April 11	Grant finalists announced
April 19 or 20	Finalist interviews take place
April 24	Award recipient notified and announced
May 2, 3, or 4	BSI staff meets with entire recipient board and staff leadership to discuss overall responsibilities and expectations
May 9, 10, or 11	Initial meeting with ENC Partners and award recipient*
May 12-24	Stakeholders (partners and recipient) develop project goals, objectives and action items, evaluation criteria and other special items as needed
May 25-Aug 31	Stakeholders complete action items
Sept 19, 20, or 21	ENC Celebration Event co-sponsored with the ENC Partners
October-November	Award recipient and partners interviewed by BSI staff for case study
December 29	Case study completed, printed and posted on BSI's website

* A project timeline and tentative dates will be set at this initial meeting for subsequent meetings with the appropriate stakeholders. Individual stakeholders and the award recipient project leader will keep the rest of the group apprised of the project's progress and work to move the process on to the next stakeholder. If timelines are not able to be met by the recipient, the project scope will be revised to ensure project completion by November 30 deadline.

The Excellence in Nonprofit Communications Grant Award

is a program of the Big Sky Institute for the Advancement of Nonprofits'

Helena Development Initiative and is sponsored by the businesses listed at the top of this form in support of building the capacity of nonprofit communications in the Helena trade area.

The ENC Partners receive no compensation for their work under the ENC Grant Award.

