

Vermont Equity & Justice Grant 2023

Ben & Jerry's Foundation

Important Applicant Information

Important Application Information - Please read before you begin:

- You may "Save" at the bottom as you work through the application and come back as needed. Remember, you will need to click "Submit" when you have completed the application and are ready to submit.
- You may use the Collaborate feature to share your work with others as you fill out the form; click on the blue "Collaborate" button at the top-right.
- For ease of use, we have allowed the system's maximum character limits for each field. However, for the sake of your time and ours, please refer to our recommended length for each response. You may use bullet points as appropriate.
- Each of the questions in this application form have been thoughtfully developed based on our funding priorities, and in the aggregate are designed to help our grantmaking committee members learn about your organization and effectively evaluate your proposal. The committee members will thoroughly read your entire proposal. Therefore, **please avoid providing redundant information when composing your answers to each question.**
- The form contains logic - Please note, not all questions are shown below. Based on how you answer select questions below, you may be asked to provide additional follow up information. We have notated which questions may result in follow up sections with this symbol (+). If you pdf the question list however, ALL questions will be included.
- For more information on using the system, including how you can create a pdf copy of your application, please see this tutorial.
- Do please get in touch with the foundation if you encounter any issues with the grant system: 802-495-1378.

Description of Organization*

Please provide a brief description of your organization.

***What are we looking for?** We would like to understand the type (i.e.: membership-based, coalition, or other type) as well as overarching purpose of your organization. We are not looking for your organization's mission statement here.*

***Why do we ask?** We will use this description to help us understand the type of organization you represent and the work of the organization. We will also use this wording for our dockets and grant lists.*

We recommend keeping this description to one brief paragraph.

Character Limit: 10000

Project Name*

Please provide the name of the project or program for which you seek funding. If applying for General Operating Support, please specify "General Support".

Character Limit: 100

Brief Overview of Request*

Please provide a brief elevator pitch of the work you are seeking funding for. If applying for general operating support, please briefly outline your plans for the coming year.

We are looking for a **one to two sentence overview** here. There are many opportunities to expand on the work later in the form.

Character Limit: 10000

Amount Requested*

Please indicate the amount you are requesting for this proposal, not to exceed \$20,000.

Character Limit: 20

Total Organization Budget*

Please provide the total annual operating budget (total expenses line item) for your organization's current fiscal year.

The Vermont Equity & Justice Grant program only funds organizations with total annual operating budgets of \$500,000 or less.

***What are we looking for?** We are looking for the Expenses Total line item from your organization's complete annual operating budget for the fiscal year for which you are requesting funding. We are not looking for the budget for a project or program of your organization, even if you are hoping to apply for funding solely for that project or program.*

***Why do we ask?** The Ben & Jerry's Foundation Vermont Equity & Justice Grant program limits its funding exclusively to organizations with total annual operating budgets of \$500,000 or less. Organizations with larger operating budgets, but whose individual program or project budgets are under our cap are not eligible for funding from the Ben & Jerry's Foundation. As a small foundation, with very limited resources, we believe that our small sized grants will make a greater impact with small sized organizations. We also know that smaller organizations do not have access to grants from many larger foundations and we seek to help address that need.*

Character Limit: 20

Issue Areas*

Please indicate your program area of interest

Choices

Agriculture/Food Systems
Civic Engagement
Climate Change/Climate Justice
Criminal Justice
Disability Rights
Economic Justice
Education
Employment practices
Energy
Health Care
Homelessness/Houselessness
Housing
Hunger
Immigrant Rights
Indigenous Rights
LGBTQ+ Rights
Racial Justice/Equity
Senior Rights
Toxics/Pollution/Environmental Justice
Transportation
Violence Prevention
Water
Women's Rights
Workers Rights
Youth Issues
Other

Other Issue Area:*

If you chose "other", please indicate here what issue or issues your organization is working on.

Character Limit: 250

Geographic Area*

Please indicate the best description of the region of Vermont in which your organization works.

Choices

Addison County
Bennington County
Caledonia County
Chittenden County
Essex County
Franklin County
Grand Isle County
Lamoille County
Orange County
Orleans County
Rutland County
Washington County

Windham County
Windsor County
Champlain Valley
Northeast Kingdom
Central Vermont
Southwest Vermont
Southeast Vermont
Statewide

Introduction and Background of Organization

Year Organization was Founded*

Character Limit: 4

Organization History*

Briefly describe your organization's history, including its founding and highlights of any major recent accomplishments or initiatives.

***What are we looking for?** We are hoping to gain a brief understanding of the background of your organization, including by whom, why and how it was started, as well as any important highlights of the organization's work over the years.*

***Why do we ask?** This information helps us evaluate the extent to which those impacted by the issues you address played a role in developing the organization and the subsequent effectiveness of the organization as it works to approach its mission.*

We recommend keeping this narrative to two paragraphs. You may wish to use bullet points to list any highlights.

Character Limit: 10000

Current Programs & Activities*

Please list all of your organization's current programs and activities.

***What are we looking for?** We are hoping to see a brief outline of all the programs, activities, and/or initiatives that are in your organization's current scope of work. You may use bullet points to list these activities.*

***Why are we asking?** We wish to have a well-rounded picture of all that your organization does.*

We recommend keeping this list to 300 words (two or three paragraphs).

Character Limit: 10000

Constituency*

Please tell us about your constituency: your membership, your community members, the people with whom you work and the people you represent.

What are we looking for? We are looking for specifics about demographics such as race, class, gender, ethnicity, age, sexual orientation and ability-status.

Why are we asking? We want to understand who is impacted by the issues you are addressing.

We recommend limiting your response to one paragraph.

Character Limit: 10000

Constituent Involvement*

Please tell us about how your organization works to involve and give voice to the people you serve, advocate for, and/or organize.

What are we looking for? We want to understand how your programming is informed by members of your constituency and how the organization actively works to build their engagement skills and nurture their participation in your program development.

Why are we asking? The Ben & Jerry's Foundation strongly believes that those most impacted by societal problems are the primary experts in understanding what is needed to solve or mitigate those problems, and therefore supports organizations that actively "work with" their constituents, rather than "doing for" them.

We recommend limiting your response to one or two paragraphs. Feel free to use bullet points.

Character Limit: 10000

Your Request

Problem Statement*

What problems, needs or issues does this request address?

What are we looking for? We are hoping to gain a better understanding of the Equity and Justice issues your proposal seeks to mitigate, with some analysis provided about the root causes of these problems.

Why do we ask? Our Employee Grantmaking Committee members are not experts in the field and many of them may be unfamiliar with the issues your organization addresses.

We recommend keeping this narrative to one or two paragraphs.

Character Limit: 10000

Goals and Objectives for the Upcoming Year*

Please describe the goals and objectives for the equity and justice project/initiative for which you seek funding, why you decided to pursue this project, and whether it is a new or ongoing program.

If this request is for general operating support, please provide an overview of your organization's goals for the year.

***What are we looking for?** We would like to understand in more detail your vision for **what** you hope to accomplish over the next year as you seek to address the problem(s) outlined above.*

***Why do we ask?** Our Employee Grantmaking Committee wants to fully understand how the accomplishment of your goals would lead to positive systems change by addressing the problems outlined above.*

We recommend using bullet points and/or brief paragraphs for each goal in a sequential order. This may take up to a page of narrative.

Character Limit: 10000

Strategies and Activities*

Please use this space to outline the strategies and activities you will use to try to achieve the objectives and goals described above.

***What are we looking for?** While the goals and objectives section above helps us to understand **what** you hope to achieve and **why** you are working on this issue, this section is designed to help us understand, with some specificity, **how** you plan to accomplish those goals. How do you engage with your constituents? What type activities do they participate in?*

***Why do we ask?** The Employee Grantmaking Committee wishes to have a clear picture of the ways your organization works to try to achieve its goals and objectives.*

We recommend using bullet points to describe your strategies and activities. This may take up to a page of narrative.

Character Limit: 10000

Social Change

Equity*

How does your work promote diversity and address inequity, oppression and discrimination within your organization?

***What are we looking for?** We are hoping to gain an understanding of the ways in which your organization acknowledges and addresses inherent privileges and biases internally, even as it works to confront and address issues of inequity in society.*

***Why do we ask?** We understand that societal harms created by unjust systems can be inadvertently perpetuated when approached by organizations and individuals that maintain biased cultures and that the work of building societal systems that are equitable and just must begin by looking inward.*

We recommend keeping this narrative to two paragraphs.

Character Limit: 10000

Systemic Change*

Please describe your theory of change and tell us how your work promotes equity and justice in Vermont.

***What are we looking for?** We would like to learn how your organization understands its role in the larger movement to create a more just and equitable Vermont.*

***Why do we ask?** We believe that efforts to build a more just society must be ongoing and vigilant, be working through a lens of systemic analysis, and go beyond supports to individuals in order to address root causes.*

Character Limit: 10000

Collaboration*

Please tell us how and with whom your organization participates in the larger movement for social justice.

***What are we looking for?** We would like you to list the names of organizations, networks, coalitions and alliances with whom you partner and collaborate in a meaningful way -- local, state, regional, and national -- and describe the nature of your partnerships.*

***Why do we ask?** We understand that systems change cannot be achieved through the efforts of one organization alone and that by engaging and building with like-minded and allied groups, organizations learn, build capacity and become more effective at accomplishing their goals.*

We recommend keeping your answer to one paragraph. Feel free to use bullet points when listing your partners.

Character Limit: 10000

Evaluation

Do you use an evaluation protocol to assess your work?*

Choices

yes

no

Organizational Structure/Administration

How does your organization work?*

Please briefly describe how your organization works. How many staff members do you have? What are the responsibilities of board, staff and volunteers?

What are we looking for? We would like you to tell us what groups or individuals are responsible for making decisions, for planning, and for carrying out the work.

Why do we ask? This information helps us understand the day-to-day operations of the organization.

We recommend limiting your answer to one paragraph.

Character Limit: 10000

Organizational Chart

Include an organizational chart showing decision-making structure. (Upload or type.) This is optional.

Character Limit: 10000 | File Size Limit: 1 MB

Membership

If you are a membership organization, please define the criteria for membership. Are there dues?

Character Limit: 10000

Key Individuals*

Please tell us a little bit about the people who will be involved in carrying out the plans outlined in this request.

What are we looking for? We are hoping to learn briefly about the background and experience of the key staff members or leaders who will be carrying out the work you've described above.

Why do we ask? This information helps us get a fuller picture of the individuals who are running your organization and their capacity for carrying out the work.

We recommend keeping your answer to 250 words. You may respond using bullet points if desired.

Character Limit: 10000

Leadership Body*

Please provide a list of your board of directors for the applying organization (not the fiscal sponsor) with related affiliations. If you do not have a formal BOD, you may use this space to talk about your Steering Committee or other Leadership Group.

What are we looking for? We are hoping to learn about the demographics and experience of the group of people that have responsibility for steering and guiding your organization.

Why do we ask? We believe in the expertise of those most impacted to change systems for the better and therefore seek out organizations that include constituent leaders to partner with.

You may upload or type your list.

Character Limit: 10000 | File Size Limit: 1 MB

Leadership Body Selection*

How is the Board of Directors or leadership body selected, who selects them, and how often?

Character Limit: 10000

Finances

Please provide an overview of your finances in the formats that you already work with, based on your fiscal year documents. Upload your documents as requested in the fields below.

What are we looking for? We are looking for your organization's annual operating financial documents for the previous, current and projected fiscal years, in whatever format or documentation you normally use.

Why do we ask? We wish to have a **multi-year overview** of the organization's financial health.

If anything is unclear, or you are uncertain of what specific budgets we are looking for, *please* do not hesitate to call Dana Jeffery on 802-495-1378.

Current Annual Operating Budget with Actuals Year to Date*

Please attach your organization's current annual operating budget including a YTD Actuals column for this fiscal year.

Be sure to include both **income and expense** sides of the budget.

File Size Limit: 2 MB

Budget vs. Actuals Report*

Please attach your most recent, *completed*, full-year P&L Budget vs. Actuals report from the previous fiscal year. This report should be analogous in format to your operating budget above, and include a column for both the actuals as well budgeted amounts for each line item. (We are **not** looking for an itemized expense report here).

File Size Limit: 2 MB

Projected Operating Budget

Please attach your organization's projected operating budget for your upcoming fiscal year, including both income and expense sides of the budget.

We are looking for the projected annual operating budget for your organization's upcoming fiscal year. (This field is not required if your organization does not yet have a projected budget).

File Size Limit: 2 MB

Funding Sources*

Please list individually all funding sources for your organization as well as this request.

Please be sure to include amounts and whether *received, committed* or *projected/pending*.

What are we looking for? We would like to see a complete list of all grants your organization plans to apply to or has applied to, for the fiscal year of this proposal, and whether or not the funds have been received, committed, are projected or pending.

Why do we ask? This information helps us understanding the funding context of our grant dollars.

You may upload a file or type the information here.

Character Limit: 10000 | File Size Limit: 2 MB

Future Fundraising Plans*

Describe your plans for future fundraising.

What are we looking for? We wish to learn in greater detail about your development plans, including sources and opportunities for grassroots support.

Character Limit: 10000

501c3 Information*

Looking at the top of the screen under Organization name, you should see the 501c3 EIN. Is your tax ID correct in our system?

Choices

Yes

No

Tax ID Information

If No...*

Please provide the correct 501(c)(3) tax ID EIN and the correct address for your organization or fiscal agent.

Character Limit: 750

Other supporting materials

Letter of Support/Testimonial

In the following two fields, we are hoping to learn more about your work from the perspective of members of your community.

***What are we looking for?** Please include letters or testimonials from those with whom you have worked either as program participants and/or organizations with whom you collaborate.*

***Why do we ask?** This information helps us gain a better understanding of the role and reputation of your organization within the communities you work with.*

File Size Limit: 2 MB

Second Letter/Testimonial

File Size Limit: 2 MB

Annual Report

You may include your most recent annual report if applicable.

File Size Limit: 3 MB

Media

Please provide links that reflect the work you seek funding for. This might include a copy of your publication, articles, video or audio work applicable to this request.

Link 1

Character Limit: 2000

Link 2

Character Limit: 2000

Link 3

Character Limit: 2000

Thank you for submitting your full proposal with the submit button below.
The next step in the process will be our Employee Committee's review in early to mid June.

If you have updates for the work prior to our review, you may send them on to
info@benandjerrysfoundation.org or call 802-495-1378

Feedback - optional

We appreciate learning from you.

As we strive for continual improvement we understand that there are aspects of our grant process that work well for our grant applicants and partners as well as things that may be improved upon. Your feedback about your experience working through the pre-application process is very valuable to us.

If you would like to offer some insight from your experience with our process, it would be greatly appreciated but is absolutely optional.

Should you wish to provide feedback anonymously, you may go to [GrantAdvisor.org](https://www.grantadvisor.org)

Your feedback does not impact our review of this grant application, or future applications.

How would you rate your overall experience in this grantmaking process?

On a scale of 1 to 7, with 1 = "Extremely Negative Experience" and 7 = "Extremely Positive Experience"

Scoring Options: 1 - 7

How long did it take you to complete this Application form?

Choices

1 - 5 hours

6 - 10 hours

11 - 15 hours

16 - 20 hours

21 - 25 hours

Greater than 25 hours

Comments/Process Feedback

Please share any comments about what has worked well for you and/or suggestions for improvement of our overall processes and interactions.

Your feedback is highly valued as we further develop our grantmaking practices, and is not used to evaluate this or future requests.

(Suggested Narrative Length: We do not anticipate more than 3 paragraphs)

Character Limit: 10000

Thank you for taking the time to help us improve.