

# DESIGNforGOOD

## *Third Sun's community grant program*

### Worksheet for Application

Please prepare your answers for all of the following questions to complete this application. All questions with \* will be required, including the requirement to upload a letter of reference obtained specifically for this project, so be sure to have a letter prepared before starting the application. The application MUST be submitted online by April 30, to be accepted.

Organization Name\*

Contact Name\*

Contact Position\*

Contact Email\*

Contact Phone\*

Mailing Address\*

Current Website

Please provide a brief description of your organization (1-2 sentences)\*

Are you a 501c3 organization in Utah?\*

What is your organizational budget?\* (choices – under \$100,000, \$100,000-\$249,999, \$250,000-\$499,999, \$500,000-\$999,999, over \$1,000,000)

What amount of your total budget is devoted to marketing and/or website?\*

What are your primary sources of funding?\*

How many paid staff does your organization have?\*

Do you have a strategic plan?\*

Whom does your organization serve?\*

What geographical areas do you serve?\*

What services or programming do you provide to your constituents?\*

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How would our contribution help you fulfill your mission and advance your organizational goals? Be specific and tell us about anticipated impact.\*

To whom do you need to communicate? Who are your primary audiences?\*

What is your greatest need?\* (*choices – New Website, New Branding/Logo, Donor Database*)  
Tell us more specifics about your needs.\*

Do you have recent professional photographs of your organization and staff?\*

Do you need to be able to take online payments (for donations, event registration, memberships)?

Are you currently using a payment processor? If so, is it PayPal, Stripe, Authorize.net, or other?\*

Do you currently use an email campaign software? If so, what do you use?\*

Do you currently have a CRM (constituent relationship management) or donor database system? If so, what do you use?\*

Will you be able to budget ongoing support costs for your website after the initial year?\*

Who will be responsible for maintaining the website?\*

Who will be on the website project team? Please list and describe.\*

Are you a member of the Utah Nonprofits Association (UNA)?\*

Has anyone on the project team attended UNA's Marketing and Communication Credential workshop? If so, who?\*

With regard to this project, who will be the final decision-maker for the organization?\*

Is your board of directors in support of your efforts to undergo this branding and website design project? Please tell us about their support.\*

Can you adhere to the stated timeline (starting June 1 with anticipated completion by September)? Please let us know of any conflicts.\*

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Please submit a letter of reference obtained specifically for this project that speaks to your organization's need and strengths. This should be from a community partner or donor.\* *(Have this document ready to upload as PDF or Word Doc.)*

Are you willing to be interviewed as part of the application process if you are chosen as a finalist?\*

How did you hear about this opportunity?\*

Any other comments or anything else you'd like us to know that was not covered above?