![Sherwood Trust — Founded by Donald & Virginia Sherwood]

Tips and Tricks for Applying for Sherwood Trust Funding

Click this link to submit the Letter of Interest online in Foundant

Tips for using Foundant, online grant management system

1. If your organization has previously received a grant from Sherwood Trust, please call us to help connect you to the existing profile in our system.

2. This Applicant Guide allows you to read and along and follow instructions while you complete a profile or application.

3. This Grant Applicant Tutorial video allows you to see how the online application process works.

4. Review our Frequently Asked Questions.

5. Draft responses in a word document, then copy and paste responses into Foundant.

6. The first few questions on the application are shared from the Letter of Interest (LOI) and will automatically contain the responses from the LOI. You can edit these responses as needed. Shared questions appear with a box with a curvy arrow next to them.

7. Guidestar questions automatically populate from your organization's Guidestar profile online. Guidestar questions appear with a box with a yellow star in a green box next to an arrow.

8. You can update the organization Guidestar profile online here.

9. To ensure that you are receiving updates about your grant requestion, update the organization contact information in your Foundant account annually. This includes who receives automatic emails about when grant requests are approved or there is follow-up information needed.

10. An organization only has access to the online application after the LOI is approved.

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Tips about answering questions and providing materials

1. There is about three week from when an LOI is approved to when the application is due. Using the Grant Process Checklist, you can begin compiling application materials and drafting responses to application questions prior to LOI approval. The complete LOI and Application questions and materials requested are available on our website sherwoodtrust.org at under the tab "Apply for a 2023 grant."

2. The more concise the response, the more powerful the message.

3. Grant requests are evaluated based on the Sherwood Trust Giving Principles and Core Values. Use these to guide how you respond to questions.

4. Grant requests are evaluated based on how resilient and innovative the organization is in its leadership and financial position.

5. How innovative is the organization and the specific grant request?

6. How does the organization work to step outside the status quo to collaborate, build equity and belonging in the region?

7. A budget is a quantitative statement of organization values and priorities. How does the organization budget align with the top priority listed in the LOI?

8. Resources on aligning organization mission and budget using indicators in financial reporting: include the 5 indicators from Sep 20 finance workshop, pages 6-9 in the workbook.

9. Similar to financial statements and budgets, how does the organization chart align with the organization's values? Sample organization charts available here.

10. Site visits will include time for further discussion about the thinking behind budgeting and financial reports, for example, how was a staff position salary determined if requesting money for staffing.