

Schreiber Sponsorship Program

When applying online, you will be asked to provide the following information:

Organization Information

- Lead Organization's Legal Name
- Federal EIN
- Annual Operating Budget
- Number of full-time & part-time employees
- Average number of volunteers utilized at any given time
- Address
- Website
- Phone Number
- Brief description of organization, such as its history, focus or programming (2,000 characters)
- Mission Statement (750 characters)
- Has your governing board approved a policy that states the organization does not discriminate? If not, explain why not.

Contact information

Primary Contact

- Name
- Title
- Email
- Phone number

Chief Administrator

- Name
- Title
- Email
- Phone number

Project Overview

- Brief summary of the request (500 characters)
- Project total budget
 - Amount requested
 - Project start date
 - Project end date
- **Statement of Need and Opportunity:** Describe the problem or situation this proposal will address. Whenever possible, substantiate with data. (2,500 characters)

Objectives/Activities – If the request is for a fundraising event, answer the following regarding the programs that will be implemented with the funds raised or the organization's overall mission.

- Explain the objective you hope to achieve with this proposed project/program. How will implementing this proposal improve the quality of life in the community and address an issue or need identified in community studies or area collective

impact initiatives? Examples: Brown County Life Study, Discuss Door County Initiative, POINT, ABC... (2,500 characters)

- Describe the project. What activities will occur in order to achieve the objectives? Information may include a schedule of events or a timetable for action. (2,500 characters)
- How are you collaborating with other organizations on this project? (2,000 characters)
- Are there other organizations providing a similar service or program? What are they? (1,000 characters)
- How is what you're doing different from that work? (2,000 characters)
- How Will the raised funds be used? How much, if any, of the request will be used for event costs?
- Expected Event Attendance
- Briefly describe the tangible and intangible benefits Schreiber may receive. (Include dollar amount and description of benefit.)
- What was the net revenue of last year's event?
- What was the gross revenue of last year's event?

Project Funding

- Provide a narrative or explanation of budget, if the request is for a fundraising event, provide the budget for the event. (1,000 characters)

Program Evaluation – If the request is for a fundraising event, answer the following questions regarding the programs that will be implemented with the funds raised or the organization's overall mission.

- What will be measured to show community impact from the proposed program or project? How will you know if the program is successful and if, or how well, objectives have been achieved? (2,000 characters)
- Outputs: How many individuals will be affected by this grant, and who are they? (250 characters)
- Describe other quantitative measures you want to report. (2,000 characters)
- Outcomes: What 1-3 specific outcomes will be measured to determine the progress towards reaching the objectives? How will you assess the outcomes? (1,000 characters each)

Required Documents:

- **Audited Financial Statement** for the most recently completed fiscal year. If no audit is required for your organization contact the foundation for further instruction.
- **Budget Form** download [this form](#), complete it, and upload it.
- **Officers and Board Members**, including their affiliations
- **Schreiber Partners**, current Schreiber employees involved with your organization.

Optional Documents:

- **Letters of Support** are required from collaborating organizations if successful implementation of the grant proposal is dependent upon their participation.
- **Other Documents** specific to the grant program