



### Mississippi River Full Proposal

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Account: info@mcknight.org

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## PAGE 1: ORGANIZATION INFORMATION

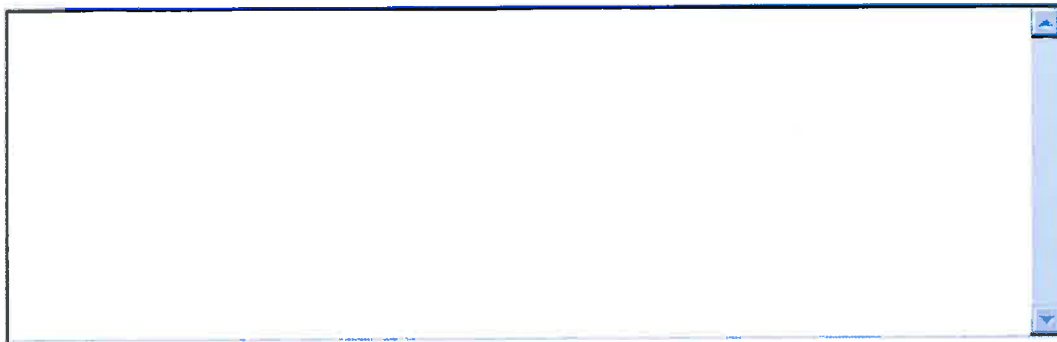
**At the bottom of any page, you can click "Save & Finish Later" to take a break of any length. Do not close your browser without saving — unsaved changes will be lost.**

**Do not use your browser's "back" button. To move through this form, you **must** click either the desired page number at page top or click the Next button at page bottom. (Using your browser's "back" button may result in lost work.)**

**These fields have been filled in advance with information you submitted with your initial inquiry. Only edit this section if the information has changed since then.**

- \* Organization's Primary Goals, Major Programs/Projects, or Services  
Limit to 500 words.

- \* Which populations, communities, and/or stakeholders are priorities for your organization?  
Limit to 500 words.



\* Total Annual Organization Budget

Format as xx,xxx.

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### PAGE 2: BOARD INFORMATION

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\* Role of Board

Describe the role of your board. Limit to 500 words.

\* Board President/Chair Last Name

Type the word "vacant," if position is not currently filled.

\* Board President/Chair First Name

Type the word "vacant," if position is not currently filled.

Board President/Chair Organization

If applicable, state place of employment.

\* Board President/Chair Title/Professional Occupation

Type the word "vacant," if position is not currently filled.

\* Board Vice President Last Name  
Type the word "vacant," if position is not currently filled.

\* Board Vice President First Name  
Type the word "vacant," if position is not currently filled.

Board Vice President Organization  
If applicable, state place of employment.

\* Board Vice President Title/Professional Occupation  
Type the word "vacant," if position is not currently filled.

\* Board Secretary Last Name  
Type the word "vacant," if position is not currently filled.

\* Board Secretary First Name  
Type the word "vacant," if position is not currently filled.

Board Secretary Organization  
If applicable, state place of employment.

\* Board Secretary Title/Professional Occupation  
Type the word "vacant," if position is not currently filled.

\* Board Treasurer Last Name  
Type the word "vacant," if position is not currently filled.

\* Board Treasurer First Name  
Type the word "vacant," if position is not currently filled.

Board Treasurer Organization  
If applicable, state place of employment.

\* Board Treasurer Title/Professional Occupation  
Type the word "vacant," if position is not currently filled.

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PAGE 3: PROPOSAL INFORMATION

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These fields have been filled in advance with information you submitted with your initial inquiry. Only edit this section if the information has changed since then.

\* Type of Funding Support Requesting
As applicable, adjust based on proposal invitation email.

<Select One>

\* Purpose of Request (one line)
Begin with the word "to" or "for," and do not include a period at the end of phrase (Example: "for general operating support" or "to build capacity").

[Empty text box]

\* Total Request Amount
As applicable, adjust based on proposal invitation email. Format as xx,xxx.

[Empty text box]

\* Number of Months Requesting Funding
As applicable, adjust based on proposal invitation email. Format as 12, 18, 24.

[Empty text box]

For Multiyear Requests, Amount Per Year
Format as year 1 = \$xx,xxx; year 2 = \$xx,xxx.

[Empty text box]

Total Program/Project Budget

Format as xx,xxx. Leave blank if requesting general operating support.

\* Percent of Budget Requested (Update as Applicable)

What percentage of your total program/project budget (or organization budget if requesting general operating support) are you requesting from McKnight?

\* Committed Funds (Update as Applicable)

List up to 10 committed sources and amounts of funding that have been received for this request to-date. Format as ABC Foundation - \$xx,xxx; XYZ Foundation - \$xx,xxx.

\* Potential Funding (Update as Applicable)

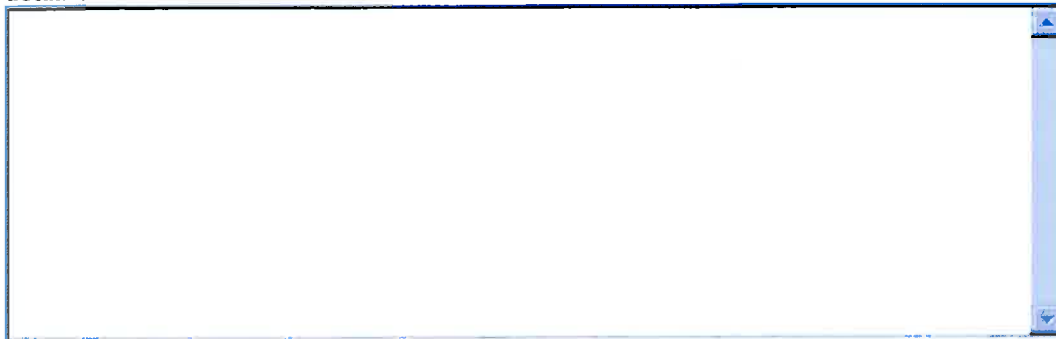
List up to 10 sources and amounts of funding that have been applied for, but not received, to-date. Format as ABC Foundation - \$xx,xxx; XYZ Foundation - \$xx,xxx.

\* Geographic Area Served by This Request (Update as Applicable)

Select between 1 to 10 relevant area(s) to be served by this request, if funded. You may select either Entire River Corridor -or- individual states.

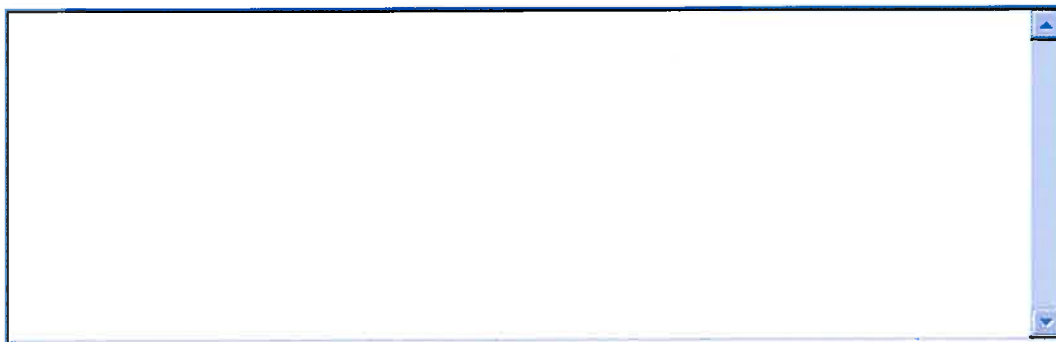
**\* Summary Description (Update as Applicable)**

**Briefly summarize what you intend to accomplish and how. You will be able to provide more detail below. Limit to 250 words.**

A large, empty rectangular text box with a blue border and a vertical scrollbar on the right side, intended for the user to provide a summary description of the project.

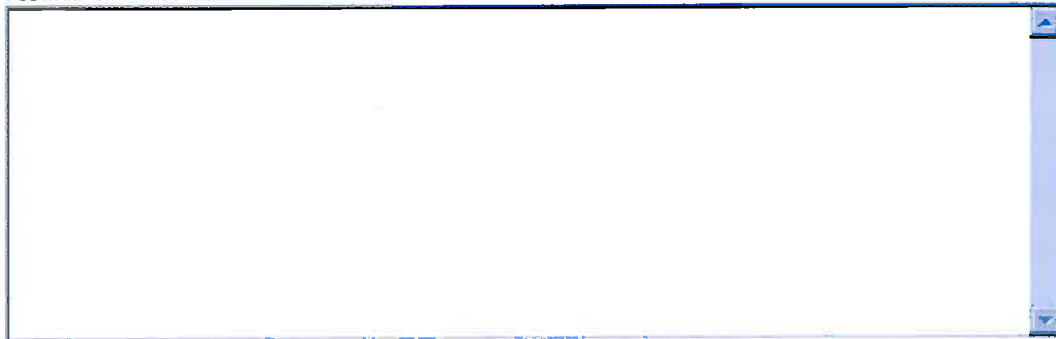
**\* Intended Outcomes**

**Describe the results you expect to achieve. Limit to 500 words.**

A large, empty rectangular text box with a blue border and a vertical scrollbar on the right side, intended for the user to describe the expected results of the project.

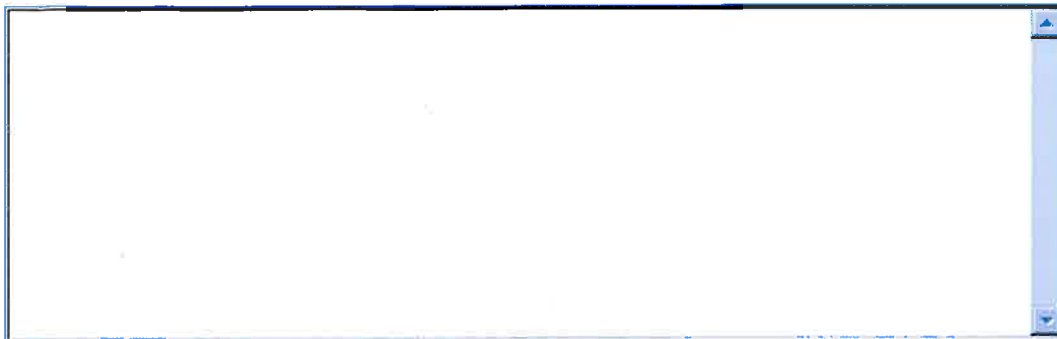
**\* Achieving Outcomes**

**Describe your activities, strategies, and how your experience drives your ability to achieve results. Limit to 750 words.**

A large, empty rectangular text box with a blue border and a vertical scrollbar on the right side, intended for the user to describe the activities and strategies used to achieve the project's outcomes.

**\* Measuring and Sharing Success**

**Describe how you will know you are successful, how you will measure success, and how you will share this information to inform others. Limit to 500 words.**

A large, empty rectangular text box with a blue border and a vertical scrollbar on the right side.

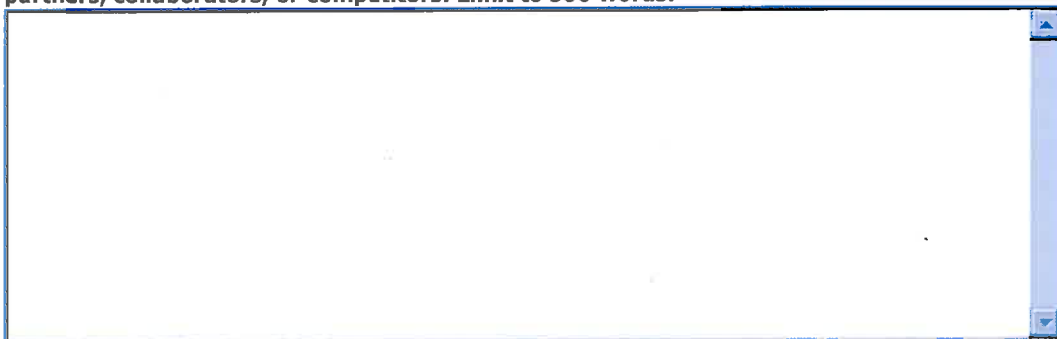
**\* Constituencies**

**Describe your constituencies and how you engage them. Limit to 500 words.**

A large, empty rectangular text box with a blue border and a vertical scrollbar on the right side.

**\* Work Relationships**

**Describe how your work relates to that of others doing similar work, whether they are partners, collaborators, or competitors. Limit to 500 words.**

A large, empty rectangular text box with a blue border and a vertical scrollbar on the right side.

**\* Capacity Building Efforts**

**Describe any plans for training or other capacity building efforts to increase your ability to complete this work. Limit to 500 words.**

**\* Key Staff and Responsibilities**

**List the names of key staff and/or consultants and their responsibilities. If additional staffing is needed, briefly describe the proposed new position(s). Limit to 500 words.**

**Additional Proposal Information**

**Use this space for any additional information you feel is significant to your request and has not been addressed above. Limit to 250 words.**

**Additional URL**

**If applicable, provide an additional web address for online information related to your request.**

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**PAGE 4: AUTHORIZATION INFORMATION**

By submitting this request to The McKnight Foundation on behalf of your organization's CEO (Executive Director/President), you attest that all relevant staff have reviewed this application and the information is accurate and complete.

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## Attachments

To complete your application, you must use the tool below to attach the following financial documents. You may only submit files as MS Excel or PDF.

- \* organization's budget for the previous year, showing actual income and expenses
- \* organization's budget(s) for the current year **and each year of requested funding**, showing projected income and expenses (include requested McKnight funds on a separate line item)
- \* *for program/project requests, capital requests, and requests for multiple types of support - program/project budget(s) for each year of requested funding*, showing projected income and expenses (include requested McKnight funds on a separate line item)
- \* organization's previous year statement of activities (income statement), showing income and expenses
- \* organization's year-to-date statement of activities (income statement), showing actual income and expenses
- \* organization's previous year statement of financial position (balance sheet), showing assets and liabilities
- \* organization's year-to-date statement of financial position (balance sheet), showing assets and liabilities
- \* most recent certified audit opinion letter by an independent auditor (*only if your organization conducts an annual audit*)

When files are ready for submission, use the tool below to attach each document to your application:

1. Choose the appropriate document "Title" from the drop-down

- menu.
- 2. "Browse" your computer to locate the completed file.
- 3. Select the file and click "Open," and your file will appear next to "File Name."
- 4. Click "Upload" to attach the file to this application.
- 5. Repeat these steps to individually attach each required file.

The top of your screen will display a list of files you have properly uploaded for submission.

\* If useful as a reference, you may view or download McKnight's *optional* financial templates, using the Application Instructions link at the top of the screen. Template links are available under the "Upload Attachments" section. \*

### Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name: