

An Overview of the Fields in our Online Forms

This guide to the fields found in our online forms is not exhaustive and does not include the most self-explanatory items. The fields are listed here in the order in which you will encounter them in the form.

Organization Information

- **Employee Identification Number (EIN)**
Every organization is assigned a unique EIN by the Internal Revenue Service (IRS). The Boston Foundation uses EINs to tag organizations in our database; they are particularly helpful when two organizations have similar names.
- **National Taxonomy of Tax Exempt Entities (NTEE) Code**
The NTEE is a comprehensive national coding system for nonprofit organizations. The IRS began classifying nonprofits by NTEE codes in the mid-1990s. Today, every nonprofit has an NTEE code. If you don't know your organization's NTEE code, you can find it on the [GuideStar](#) or [National Center for Charitable Statistics](#) website. NTEE codes tell the Boston Foundation a little bit about what your organization does—Environment or Housing & Shelter, for example. Because this code is commonly used by researchers, it supports our information needs.
- **Organization Description**
Briefly describe the mission and purpose of the organization seeking support. If you are applying on behalf of a collaborative group of organizations or otherwise operating under the fiscal sponsorship of another nonprofit, please describe that organization and tell us about the collaborating partners or community group involved in the activity in the narrative section.
- **Month Fiscal Year Begins**
Please enter the month in which your fiscal year begins. For example, if your fiscal year runs January 1 through December 31, you would enter January. Enter July for a July 1 to June 30 fiscal year.
- **Last Fiscal Year: Actual Revenues/Actual Expenses**
Please provide the total revenues and total expenses for your organization for the

last completed fiscal year. Do not include in-kind contributions; these may be referenced in your narrative. Remember, numbers only, no punctuation.

- **Current Fiscal Year Budget: Revenues/Expenses**
Please provide the total revenues and expenses budgeted for your organization for the current fiscal year in numbers (no punctuation). If this is an application for a project operating under the fiscal sponsorship of another tax-exempt nonprofit, please provide revenues and expenses for the fiscal agent. Do not include in-kind contributions and remember, numbers only, no punctuation.
- **Next Fiscal Year Budget: Revenues/Expenses**
Please provide the projected revenues and expenses for your organization for the upcoming fiscal year. Remember, numbers only, no punctuation.
- **Litigation**
Is there any current or pending litigation against your organization? If your organization is involved in litigation that is outside the normal course of business—assuming, for example, that your organization does not litigate to achieve its mission or goals—please provide a brief description of this legal matter in the relevant text box.

Contact Information

- **Head of Organization**
This is generally your Executive Director, President or CEO.
- **Contact Person for this Request**
Please tell us whom we should contact with questions about the request. If the contact person is also the head of your organization, you can leave the Contact Person fields blank. If the contact person is someone other than the head of your organization—a Development Director or Project Director, for example—please fill in all the fields under Contact Person for this Request.
- **Board Chair**
Please provide this basic information about the head of your organization's Board of Directors.

Request Information

- **Type of Competitive Grant You are Requesting**

- General Operating Support
These are unrestricted, often multi-year grants made to organizations that are highly aligned with the strategies, goals and approaches pursued by the Foundation's [five impact areas](#) or [Nonprofit Effectiveness strategy](#).
- Project Support
Project-focused grants are made for the specific activities of organizations that are highly aligned with the strategies, goals and approaches pursued by the Foundation's five impact areas or Nonprofit Effectiveness strategy, or to the operations of departments or institutes of large organizations like multiservice agencies, universities or hospitals, which are aligned with these strategies, goals and approaches.
- Amount Requested from the Boston Foundation
The total grant amount you are requesting from the Boston Foundation. For multi-year grants, enter the amount you are requesting for the duration of the grant. Please note that requests are negotiated if a proposal is advanced.
- Budget for Proposed Project
This field asks for the total budget of the project for which you are seeking support. If you are seeking General Operating Support, this does not apply; enter "0."
- Project Duration
Please enter the start and end dates for the project for which you are seeking funding. This is generally the first day of the month following the Boston Foundation Board meeting in which you expect your request to be submitted. For a one-year grant, it would be something like January 1, 2018, through December 31, 2018. For a multi-year request, it would be something like July 1, 2018, through June 30, 2021.
- Project Title
Please provide a brief one-line description of your request, for example "For General Operating Support" or "For the Education Improvement Campaign."
- Strategic Focus
You must select a primary Strategic Focus addressed by your organization or activity. The secondary Strategic Focus is optional and should only be filled in if you feel it is necessary and appropriate.

- **Geographic Area**
As with the Strategic Focus above, you can select up to two geographic areas that will be served by your project or organization. However, only one is required. A secondary geographic area should be selected only if you feel it is necessary and appropriate.
- **Age to be Served**
As with Strategic Focus and Geographic Area above, you must select at least one age group that will be served by your project or organization. The second and third age groups are optional and should be selected only if you feel it is necessary and appropriate. If there is no specific age focus—if your organization serves all age groups or is engaged in work that is not age-specific, select “Mixed/General Population.”
- **Gender Served**
Select the gender that will be the primary beneficiary of your project or organization. If your project or organization does not focus on a specific gender, select “General Population.”
- **Request Narrative**
Each text box has a 200 word limit. A response is required for each text box, with the exception of the optional Stories text box. A detailed description of what should be addressed in each text box can be found above each text box in the online form.