

***The following Giving Common profile fields are required for your Open Door Grant application:**

General Information:
<ul style="list-style-type: none"> • Organization’s former names and DBA (if applicable) • Contact information: primary address, primary phone, organization e-mail and website
Organization Overview:
<ul style="list-style-type: none"> • Primary Organization Type (NTEE Code (National Taxonomy of Exempt Entities))
Governance:
<ul style="list-style-type: none"> • Board members: names and affiliation • Board chair: name, affiliation, term, and e-mail address • Board demographics: ethnicity and gender
Management:
<ul style="list-style-type: none"> • CEO: name, e-mail, and start date • Number of staff: full-time, part-time, volunteers, contract (0 is a valid value) • Staff demographics: ethnicity and gender • Strategic Plan (select yes/no/under development). <i>If yes, please upload a copy of the plan.</i>
Financials:
<ul style="list-style-type: none"> • Current fiscal year start and end dates • Current year income and expense projection • Letter of Determination from the IRS (c3 letter). <i>If your organization is fiscally sponsored, please provide your fiscal sponsor’s c3 letter along with a fiscal sponsor letter/agreement.</i> • Most recent three years of 990s and audits, if applicable. <i>If your organization is newer, fiscally sponsored, not required to file 990s or a division of a larger nonprofit, please reach out to us as we have an Excel template you can use to highlight any financial history.</i>