



Before You Begin

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Required before final submission

Application Materials

- [Grantee Checklist](#)
- [CDP Indirect Cost Policy](#)
- [Budget Template](#)
- [Wire Transfer Form](#)

Helpful Tips

- Limit your use of bullets and other formatting.
- Copy and paste as needed.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.
- The maximum size for all attachments combined is 99 Mb.
- Please note that files with certain extensions such as ".exe", ".com", ".vbs" or ".bat" cannot be uploaded. Please try to upload documents in the following formats: ".docx", ".doc", ".pdf", ".xlsx", ".xls", ".jpg".
- To return to an 'In Progress Application' or view a previously 'submitted application', use this link: https://www.GrantRequest.com/SID_6103?SA=AM!
- Once the proposal is submitted, the user will receive an automated e-mail from the Center for Disaster Philanthropy with a copy of the submission and a tracking number. If no tracking number is received, the proposal was not submitted, and the user should connect with the fund director.

If you have technical difficulties or require assistance accessing or using the portal. Please contact the grants manager, Audrey Kidwell, audrey.kidwell@disasterphilanthropy.org.

About Center for Disaster Philanthropy

Mission

We leverage the power of philanthropy to mobilize a full range of resources that strengthen the ability of communities to withstand disasters and recover equitably when they occur.

Vision

We envision a world where the impact of disasters is minimized by thoughtful, equitable and responsible recovery for all.

Theory of Change

- Educate and inform. As the expert on all issues regarding the life cycle of disasters, CDP will be active throughout the year, widely disseminating our expertise through our website, the media, webinars and our partners.
- Help donors collaborate. CDP will help funders learn, present opportunities for collaboration and help leverage their collective strength through funds and other activities.
- Be a thought leader. We will provide leadership in transforming the way government and philanthropy respond to disasters.
- Coordination. We will help philanthropists coordinate giving across sectors to achieve maximum impact, leverage and timing of gifts.
- Increase effectiveness and impact. We will help to increase the effectiveness of donor dollars given for disasters.

To learn more about CDP's grantmaking and view a copy of the application, [please visit our website](#).

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Organization Information

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Organization Information

Please complete the following questions for your organization as a whole, not for this specific disaster project.

Applicant Organization Also Known As

Street Address

City State Zip Code

Telephone Organizational Email Address

Web Address

Tax ID This is a unique nine-digit number assigned by the Internal Revenue Service. Annual Operating Budget Year End Date

Mission Statement

Word count 0 of 500

Are you a member of VOAD and/or InterAction?
Select all that apply

- None
- Local VOAD/COAD
- State/Territorial VOAD
- National VOAD
- InterAction

If you chose local VOAD, please specify the location

Are you a member of a nonprofit coalition?
Select all that apply

- None
- Country-level network or consortia
- ICVA- International Council of Voluntary Agencies
- NEAR
- SCHR- Steering Committee for Humanitarian Response

VOICE

CDP would like to understand more about the leadership of grantee partner organizations. This information will help us to understand our grantee partners and inform our grantmaking process and strategy but **will not be used for this individual funding decision**. Please view CDP's statement on [Race and Intersectional Equity](#).

❖ Does the leadership of your organization self-identify in the following areas?

For example, if a majority of the key decision makers (Board of Directors/ senior staff) self-identify as older adults and/or Indigenous select both options below. Select all that apply.

- Prefer not to answer
- Communities experiencing racial or ethnic inequity/ ethnic minorities
- Indigenous
- LGBTQIA+ People
- Migrants/Immigrants/Refugees
- Older Adults
- People who are economically disadvantaged
- People with different abilities
- Women
- Youth
- Other

Other

❖ Is there a specific population that your organization is dedicated to serving?

This might be referenced in the governing documents, strategy or public-facing materials. Select all that apply.

- Prefer not to answer
- Communities experiencing racial or ethnic inequity/ ethnic minorities
- Children and Families
- Indigenous
- LGBTQIA+ People
- Migrants/Immigrants/Refugees
- Older Adults
- People who are economically disadvantaged
- People with different abilities
- Women & Girls
- Youth
- Other

Other

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Contact Information

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Organization Contact: Main point of contact for the organization.

This individual is typically the Chief Executive Officer or Executive Director and has the authority to sign contracts.

Prefix/Salutation

<None> ▾

First Name

Last Name

Title

i.e. Executive Director/CEO/President

Pronouns

Direct Office Phone

E-mail

Request Contact: Main point of contact for project's general grant administration

This individual is responsible for the completion of grant requirements.

Same as Organization Primary Contact

Prefix/Salutation

<None> ▾

First Name

Last Name

Title

Pronouns

Direct Office Phone

E-mail

Fiscal Sponsor Information (only if applicable)

If your organization is not serving as the project's fiscal sponsor and main prime recipient of funds, please provide the information for the entity serving as the fiscal sponsor.

Fiscal sponsors are responsible for the execution of the grant and must meet eligibility guidelines for the grant. To qualify as a fiscal sponsor, an organization must be an established IRS 501(c)(3) tax-exempt organization that agrees to accept donations on behalf of a group that does not have IRS tax exemption.

Fiscal Sponsor Organization Name

Fiscal Sponsor CEO/ED Contact

First Name

Last Name

Title

Pronouns

E-mail

Office Phone

Fiscal Sponsor CFO/Finance Contact

First Name

Last Name

Title

Pronouns

E-mail

Office Phone

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Sample



Request Information

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Project Title

The title should be approximately three to six words in length. For example: Long term resiliency program for disaster affected communities.

Purpose Statement

The purpose statement should be a brief, one - two sentences summary of the work. If a grant is awarded, this would be used in the grant agreement and may be used on CDP's website, and for other public purposes. Example: To provide long-term recovery and build resiliency in disaster-affected communities.



Word count 0 of 100

Estimated project started date

Estimated project end date

Final date will be in grant agreement

Please estimate the number of people affected.

Please estimate the number of people served through this project.

In what country (ies) will these services be delivered?

List the cities and/or regions services will be delivered.



Provide a detailed description of the proposed project.

Describe the significance of the project to the community. Why is this project needed now in this disaster affected area? What needs will it address? What impact do you anticipate this project making and how do you know?



Word count 0 of 500

❖ How does this project build long term sustainability or resilience in the disaster affected area and/or your organization beyond the life of the project?

Word count 0 of 250

What major activities will help you reach your purpose statement as expressed above?

Please provide up to 3 major activities for your project. Example: Our organization will provide a one-day training on stormwater prevention to underinsured homeowners. Each homeowner will receive a free rain barrel and a one-on-one consultation at their property.

❖ Major Activity 1

Word count 0 of 150

Major Activity 2

Word count 0 of 150

Major Activity 3

Word count 0 of 150

What outcomes are you expecting for these activities?

Please indicate expected results in measurable terms, and how they will be measured. Example: "50 uninsured homeowners will be trained within three months and demonstrate an increased knowledge of stormwater prevention techniques". This will be measured through a pre- and post-intervention KAP survey".

❖ Expected outcomes of activity 1

Word count 0 of 150

Expected outcomes of activity 2

Word count 0 of 150

Expected outcomes of activity 3

Word count 0 of 150

CDP would like to understand more about whom this project will serve. This information will help us to understand our grantee partners and inform our grantmaking process and strategy but **will not be used for this individual funding decision**. Please view CDP's statement on [Race and Intersectional Equity](#).

❖ Are the efforts funded by this grant primarily meant to benefit historically marginalized and at-risk populations?

If yes, are any of the following populations the primarily intended people and/or communities served by the efforts funded by this grant?

You may select from multiple categories to reflect the intentions of your project.

Select all that apply:

- Communities experiencing racial or ethnic inequity/ ethnic minorities
- Children and Families
- Indigenous
- LGBTQIA+ People
- Migrants/Immigrants/Refugees
- Older Adults
- People who are economically disadvantaged
- People with different abilities
- Women & Girls
- Youth
- Other

Other

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Sample



Budget

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Indirect Costs: CDP pays reasonable indirect costs, which includes those items that support the organization as a whole – i.e. development, organizational oversight/expenses – versus the specific project or program for which you are requesting a grant.

Exclusions: As a reminder, no CDP Funds support:

- A. Any grants unrelated to a disaster or crisis
- B. For-profit organizations
- C. Grants to individuals, including scholarships, travel assistance or conference fees
- D. Annual campaigns

Total Project Budget

Request Amount

Detailed Project Budget

Please use the budget template or upload a budget that identifies how you will use CDP funds, including a brief narrative description for each line item.

[CDP Budget Template](#)
[CDP Indirect Cost Policy](#)

Choose File No file chosen

Upload

Budget Narrative (Provide Additional Details, Only If Necessary)

The Budget Narrative should not repeat information that is provided in the Project Budget template in Excel. This Budget Narrative section should only be used to provide additional support or context for material budget items that are not already captured in the Project Budget template (e.g. Outside Resources budget expense was based on responses received by your organization to a request for proposals; or Personnel budget expense was based on prior budgeting experience). In addition, the Budget Narrative can be used to highlight estimates or assumptions made, or that are most subject to change during the term of the project.

Word count 0 of 500

Will you seek additional support to complete your funding needs for this project?

If yes, please explain from whom you are seeking support. Indicate Funder Name, Status (Received, Committed, Pending, Likelihood) and Amount.

Word count 0 of 250


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Due Diligence


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Upload Instructions:

1. Click Choose file
2. Select the file from your computer
3. Click Upload
4. PLEASE NOTE: Linked forms need to be saved to your computer and uploaded as an attachment

Request Documents

 W-9
Please ensure that the W-9 is signed.

 Wire Transfer Form 
[CDP Wire Transform Form](#)

No file chosen

MOU
A Memorandum of Understanding is needed only if your organization or project requires a fiscal sponsor.

No file chosen

Due Diligence Documents

Please refer to your fund director email on which documents to provide.

IRS Determination Letter of Non-profit Status
Letter should include statement that organization is a public charity or not a private foundation.

Current 990
Please ensure your 990 is signed.

Audit

Organizations with an audit: Please upload Current Audited Financial Statements.

Organizations without an audit: Please upload current financials from your accounting system (including a balance sheet as of the current date and a profit & loss statement for the prior fiscal year and YTD for the current fiscal year).

Board of Directors

Please list name of the Board Chair, Vice Chair, and Treasurer.

If this information is easily found on your website, provide the direct link instead.



Staff list

Please list the names of the President/CEO/ED, Vice President, CFO/Treasurer/Bookkeeper

If this information is easily found on your website, provide the direct link instead.



Certification

By submitting this request to the Center for Disaster Philanthropy on behalf of the Executive Director/President of the organization named above, I, as the primary contact for this application, attest that all relevant staff and/or Board Members have reviewed this application and the information is accurate and complete.

✦ Electronic Signature

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Review & Submit