



GRANT APPLICATION

Organization Information

Organization name:

Street address:

City:

State:

Zip:

EIN:

Phone:

Fax:

Organization mission:

Organization website URL:

Total annual operating budget for organization (current year):

Percent of board members who give financially to the organization:

Total dollars donated by board members (most recently completed fiscal year):

Year of origin:

Is this a United Way funded agency?

About Requested Amount

Amount of request to this funder:

Total project cost:

Type of funding (select one from menu):

☐ Organization General Operating

☐ New Program/Project

☐ Program/Project Support

☐ Existing Program/Project

Project or program title:

Brief description:

Program Category (select one from menu):

☐ Education

☐ Technology

☐ Arts/culture

Project start date or date funds are needed (or grant period start date):

Project end date (or grant period end):

Target geographic area:

Number of clients to be served by this program/project (during grant period):

About Contact People

Primary organization contact name:

Primary organization contact title:

Phone:

Email:

Primary program contact name:

Primary program contact title:

Phone:

Email:

Signatures

Executive Director or CEO:

Date:

Board Chair:

Date:



GRANT APPLICATION

Rackspace is known for the **Fanatical Support®** we give to our customers. And when it comes to giving back, we're just as enthusiastic about serving the community in which we live, work and play. Our selected areas of focus for program grants include the **arts; education, especially as it relates to STEAM (science, technology, engineering, arts, technology); and technology**. Priority will be given to **STEAM based programs**.

NARRATIVE QUESTIONS

Instructions to Applicants: Please review all questions before you start answering them, to avoid redundancy. The terms "program" and "project" are used interchangeably.

1. Problem or Need.

- Describe the problem or need your program/project will address. (Note: The problem statement is not the same as the description of the population to be served.)
(Limit: 400 words)

2. People to be Served

- Describe the population to be served by this program/project (with information such as age, gender, ethnicity, geographic area(s), income and/or poverty level). Please be sure to mention any demographics or other conditions that are important to this funder (for example, if this funder specializes in a particular population, health condition, etc., be sure to address that).
(Limit: 400 words)

3. Program/Project Description

- Describe the program/project for which funding is being requested and its primary purpose. Briefly describe how the funds will be used (including program/project activities).
- If this is an ongoing program/project: What have been past indicators of success? What have been challenges to achieving success? Any recent enhancements?
- If this is a new program/project (new to your agency): What is the basis for expecting that the program/project will succeed? (Anecdotal information? Evidence-based practices? Literature review? Other?)
- Do you plan to collaborate with any other organizations on this program/project? If so, which ones and how? (If more than four agencies, state the number of agencies you collaborate with, and include an attachment listing their names.)
- How does this program/project fit with your organization's mission? (If you believe it's obvious, skip this question, but this is your chance to make the case if you need to do so.)
- We assume most nonprofits will sustain/continue their programs/projects by seeking additional grants. Any plans to sustain this program/project other than grants?
(Limit: 800 words)

4. Program/Project Evaluation

- What change will occur in clients' lives as a result of this program/project, and how will you know that this has happened? (Identify the measurement tools you will use – qualitative or quantitative.) If your program/project does not produce lasting change in clients' lives, discuss other ways the program/project is making a difference.
- What are the expected outcomes, evaluation criteria and methods of evaluation? If you don't have enough room, give a brief summary of what you will measure here, and attach a separate sheet with more detail.
(Limit: 400 words)

5. Fit with Funder Mission

- How is this program/project related to the priorities of the funder to whom you are submitting this request? (Here's your chance to make your case, just in case it's not obvious to the funder.)
(Limit: 200 words)

6. Organization Description/Background

- Please describe your organization. Some suggested items to include: number of staff; number of volunteers (other than board members); clients served annually by entire organization; date established or founded; a list of your core services; impact or major accomplishments; a brief statement of your organization's vision for the next five years. Include the information you believe is most important to help the funder understand what makes your organization special.
(Limit: 200 words)

7. Relationship to the Field

- What other nonprofit organizations in your area provide similar services? How are your services or approach different from theirs?
- Does your organization coordinate services with other agencies, either formally (through a Memorandum of Understanding) or informally? (Not just on the proposed program/project.)
(Limit: 400 words)

Grants are determined on a quarterly basis by a grants review committee. Letters of inquiry should be received by the end of the 1st month of each quarter for payout by end of the quarter:

Q1 deadline: Jan 31 for payout by March 31

Q2 deadline: April 30 for payout by June 30

Q3 deadline: July 31 for payout by September 30

Q4 deadline: October 31 for payout by December 31

The evaluation of grant applications is based on the alignment of expected outcomes with Rackspace's philanthropic focus; the impact of the program; grant history, including prior allocations and outcome success rate; and the reflection of a thoughtful solution to the issue at hand.

Attachments:

Please include the following attachments in this order to communityaffairs@rackspace.com with the subject line: Grant Application.

General:

- Signed cover letter from CEO
- Narrative (see attached instructions/questions)
- Copy of IRS letter (501c3)
- List of board members, including board chair/president's contact information
- Organization chart, including list of staff associated with this program/project

Financial:

- Most recent audited Financial Statements (If you have never had an audit, send balance sheet and profit & loss statement - for most recently completed fiscal year)
- Current organizational budget
- Program/project budget (include information on pending and committed funds)
- List of major funding sources and amounts (or Schedule B from Form 990)

Program/Project Specific:

- Implementation timeline (for program/project grants)
- Letters of support or Memoranda of Understanding (for collaborative programs/projects)
- Transportation plans (if applicable) and acknowledgement from district/school that participation in program has been approved (if program serves children)