**CTA Application for Pre-Approved Grant Relationship**

Name of your project:/organization:

Physical address:

Email:

Phone number:

Name of the project director or executive director and this person’s email, physical address, and phone number if different from above:

1. What is your organization’s mission?
2. In what state is your organization incorporated?
3. What year was your organization incorporated?
4. Do you have an online presence? If so, where can we access it?
5. How is the purpose of the proposed charitable work aligned with CTA’s mission and purpose (paying special attention to our definition of Transformative Action)?
6. Please provide a brief description of the proposed work, the need it addresses or problem it helps solve, the programs/services, and the funding model.
7. How do you hope to raise funds to cover the expenses associated with the proposed charitable work (i.e., grants, donations, fee for service, program fees)?
8. Please attach the following:

* a copy of the document confirming your organization’s legal status (i.e., NYS nonprofit incorporation or LLC), or the application and date you submitted it.
* If relevant, a copy of your 501(c)3 application, or date by which you plan to submit your application,
* Contact information and a bio of the applicant(s)
* If relevant, a list with contact information and bios of your organization’s paid staff or volunteer leaders, and board members.

1. Provide a detailed projected two-year budget of the proposed charitable work, with costs and revenue.
2. If you have them, provide previous annual financial statements and state or federal financial filings of your organization.
3. Does your organization currently use an online donation platform? If so, which one is it?
4. Who is currently or is planning to keep your books?   Provide this person’s contact information.
5. Provide proof of Director of Officers insurance.
6. Do you currently have liability insurance?  If not, by when can you secure this? Are there any unusual legal or liability risks associated with your proposed charitable work?