

# BOTHIN FOUNDATION

Please complete this application online; do NOT email or mail a hard copy to the Foundation. This PDF is for informational purposes ONLY.

## APPLICATION OVERVIEW INFORMATION

Requested Amount

Project Title

Project Summary (30 words)

Project Start Date

Project End Date

Total Annual Organization Budget

Total Project Budget

## SPECIFIC NARRATIVE QUESTIONS

*Please only answer the narrative questions that are applicable to the type of request you are submitting: General Requests (not for vehicles or technology), Technology Only, or Vehicle Only.*

### GENERAL REQUESTS (NOT for Vehicles or Technology)

1. Concise description of your organization, including relevant history, mission, geography and populations served, and an overview of programs. *(Suggested limit: 1,000 words)*
2. Concise description of the capital project for which you are seeking support including need, purpose, goals, and timeline. *(Suggested limit: 1,500 words)*

### **TECHNOLOGY REQUESTS ONLY**

1. Concise description of your organization, including relevant history, mission, geography and populations served, and an overview of programs. *(Suggested limit: 1,000 words)*
2. Concise description of the **technology** project for which you are seeking support, including need, purpose, goals, and timeline. Describe the problem the request is intended to address, noting how the deficiency affects the organization's ability to achieve its goals and mission. Include information on who will install the IT, how it will be maintained, and the costs. *(Suggested limit: 1,500 words)*

### **TECHNOLOGY REQUESTS ONLY (CONTINUED)**

3. Does your organization have a current IT plan? If yes, please attach a copy to the application. If the plan addresses questions below, please note "See plan."
4. Who manages your organization's information technology (e.g., staff member, IT manager, and/or consultant)? Is your IT system adequately staffed? If not, how do you plan to staff your requested IT?
5. How does your organization fund the replacement of outdated or nonfunctioning IT? For example, does your organization have an IT or more general "replacement reserve" line item in the operating budget? Do you depreciate IT?
6. Please note your plans for re-using and recycling IT equipment.

### **VEHICLE REQUESTS ONLY**

1. Concise description of your organization, including relevant history, mission, geography and populations served, and an overview of programs. *(Suggested limit: 1,000 words)*
2. Concise description of the **vehicle** project for which you are seeking support, including need, purpose, goals, and timeline. *(Suggested limit: 500 words)*
3. Please describe the anticipated use of the proposed new vehicle, including information on the estimated hours of daily use, number of passengers served per day and the types of program activities that require a vehicle.
4. Which of the following best describes your proposed vehicle purchase?
  - a) This is the first vehicle we will purchase
  - b) This vehicle will replace an existing vehicle
  - c) This vehicle will increase the number of vehicles we own/operate
5. How many vehicles does your organization currently own?

**VEHICLE REQUESTS ONLY (CONTINUED)**

6. If your organization currently operates a vehicle, is it covered by insurance for:
  - a) Property damage
  - b) Comprehensive
  - c) Third party liability
  - d) Uninsured or underinsured motorist
  - e) All of the above
  
7. Has your organization looked into transportation alternatives, such as sharing vehicles with other organizations in your area, community vehicle sharing programs, or contractual (hourly) transportation services? If so, please tell us the reasons you feel those options do not suit your organization's transportation needs.
  
8. Explain the process your agency follows when hiring, training and monitoring drivers. Please be specific about any testing and background evaluations you perform both prior to and periodically after hiring drivers, as well as any specific requirements necessitated by your specific program area.
  
9. How often, if ever, do you allow agency volunteers to operate your vehicles? If you do allow volunteers to drive, please provide the same information regarding volunteer drivers as was asked in the previous question.
  
10. Different regulations exist for local, state and federal regulations, including licensure requirements. Please confirm you have already determined which of these apply to your organization's operation and maintenance of the proposed vehicle. The following websites may be helpful to ensure compliance: the [California DMV](#) , [California DMV Licensing Requirements](#), [National Highway Traffic Safety Administration](#), and [Non-profits' Insurance Alliance of California](#)
  
11. Please provide your best estimate of the cost of operating the vehicle under consideration for a Bothin Foundation grant:
  - Driver Compensation
  - Registration Fees
  - Insurance
  - Scheduled Maintenance
  - Reserve for Unplanned Repairs/Maintenance
  - Fuel
  - Driver Training
  - State/Federal Inspections
  - Parking
  - Other
  - Total
  - Estimated total hours per year that the vehicle would be used
  - Estimated Hourly Cost

## DOCUMENTS TO UPLOAD (FOR ALL REQUESTS)

*Please note that all documents must be uploaded as PDFs*

1. Financial statement showing actual revenue and expenses and a balance sheet for the agency's most recently completed fiscal year **(required)**.
2. Organizational budget for the present year, including secured and projected sources of funding **(required)**.
3. Project budget including secured and projected sources of funding **(required)**.
4. Funder Worksheet for the project if the project budget is greater than the amount you are requesting from The Bothin Foundation **(if applicable)**.
5. List of board members and their affiliations **(required)**.