



## Legacy Grant Program 2024 Application Guide

The Foundation honors Mrs. Sewall's interests and lifetime of philanthropy by supporting a limited number of organizations with whom she had personal relationships and affinity and who continue to do the work that she funded in her lifetime. Through these Legacy grants, the Sewall Board recognizes the significance of these organizations to Mrs. Sewall. Only those organizations that have been identified by the Foundation as Legacy organizations and continue to meet the Considerations for Legacy Grants, are eligible to apply for these grants.

**Applications are due June 3, 2024, by 5pm.**

---

### General Grant Guidelines and Eligibility

- Applicants must be eligible to accept tax-deductible donations as outlined in Section 170(c) of the Internal Revenue Code. This includes 501(c)(3) federal tax-exempt organizations, public schools, public agencies working for the State of Maine, or Indian tribal governments (and their political subdivisions) recognized by the Department of the Interior.
  - Grants may span 12, 24, or 36 months.
  - Grants may support operations, capital or projects.
- 

### Application Evaluation

Grant requests will be evaluated based on the following considerations.

#### *Legacy Grant Considerations*

- Organization is a designated Legacy organization, as predetermined by the Sewall Foundation (thus may work outside current Sewall Foundation priorities)
- Organization continues work that was important to, and funded by, Mrs. Sewall in her lifetime and remains relevant today
- Organization is well run, financially stable and making a positive impact in its field of work
- Organization does not serve at cross purposes to any Sewall Foundation priorities or values

#### *Sewall Foundation General Considerations*

- Alignment with Sewall Foundation Values (<https://www.sewallfoundation.org/values/>)
- Extent to which work builds social equity and engages community
- Potential reach, including benefit to population served, depth of community need, and degree of anticipated impact

- Organizational capacity, including effectiveness of leadership (board and staff), ability to achieve objectives, and organizational financial health
  - Results of past Sewall funding and timely reporting, when applicable
- 

## Application Instructions

We will only accept applications submitted through our online application system. Please contact Lisa Smith or [lsmith@sewallfoundation.org](mailto:lsmith@sewallfoundation.org), if you run into technical difficulties.

### START an Application

- Click on the following link to start a new application:
  - <https://sewallfoundation-portal.givingdata.com/campaign/Legacy>
- You can also use this link to return to an in-progress application

### GENERAL Information

- We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.
- Please feel free to write a short response to the grant application questions. We do not need long responses to each question. We have included suggested lengths to encourage brevity, but we have not set word limits because we recognize these can end up creating more work for applicants. If we need additional clarification regarding any of your responses, we will reach out.
- Questions with a red asterisk (\*) are required for submission.
- Click the “View/Print Application” button at the bottom of any page to view the application form in its entirety. Please note that the printed version will not show the drop-down options.
- We can view your in-progress application. If you have questions or need assistance, please contact the foundation and we can work together to resolve any problems.

### NAVIGATING the application

- Click the “Next” button at the bottom of each page to move through the application.
- You may also click on the page title tabs on the right-hand side of the application to toggle between pages.
- Page title tabs on the right-hand side will have checkmarks if the page is completed.
- Page title tabs will have checkmarks if the page does not include any required fields. However, please review each page before submitting your application.
- If you wish to flag a page to come back to at a later date, select the "Flag this step" at the bottom of any page. A flag icon will appear on the page title tab for easy reference.

### SAVE your application

- The portal will automatically save your answers as you work through the application.
- For security purposes, the system times out after 90 minutes. Saving refreshes the system.
- Click the “Save & Come Back Later” button at the bottom of any page to save your information, exit out of the application, and into your online account.
- You will need the email address and password of your organization's account to access the saved application.

## REVIEW your application

- Click on the “View/Print Application” button at the bottom of any page, to view the application in its entirety. The fields will be populated with your completed answers.
- You will have a final chance to review and amend your work prior to submission on the Review and Submit page. This page alerts you to any required questions missing answers, or any pages previously flagged to return to at a later time. The application cannot be submitted until all required questions are answered and there are no flagged pages.

## SUBMIT your application

- Click the “Submit” button at the bottom of the “Review and Submit” page to complete the submission process. An email confirming your submission will automatically be sent to the email address associated with your account.

---

## Application Narrative Questions

We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.

\* = Required for submission

### Organization Questions:

- **Mission:** Please provide your organization’s mission statement. \*
- **Organization Update:** Please provide a basic overview of your organization's work and share any significant changes in the leadership, mission, finances, or programming of your organization. If you have an active grant from the Sewall Foundation, feel free to provide any updates about the work that was funded. 1-2 paragraphs suggested. \*

### Proposal Questions:

The following questions pertain to the work for which you seek funding. If applying for Operating Support, please consider your organization's full body of work and mission when answering the questions. If applying for Project Support or Capital Support, please answer the questions about that specific work.

Please feel free to write short responses to the grant application questions. We do not need long responses to each question. We have suggested lengths to encourage brevity, but we have not set word limits because we recognize these can end up creating more work for applicants. If we need additional clarification regarding any of your responses, we will reach out.

We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.

- **Short Description:** Please provide 1-2 sentences that describe your request.  
Why we ask this question: We use this description for internal sharing among our staff, and in communications with our board. If awarded a grant, we may also use this in our national philanthropic reporting and our communications. \*
- **Proposed Activities:** Please share a brief summary of your proposed activities. This should include the work for which funds are requested and the goals of your work.

You can write as little as 1-2 paragraphs or a bit more if you choose. We encourage you to write a short response to this question. If we need additional clarification we will reach out. Please feel free to cut & paste from other applications. \*

---

## Attachment Descriptions

You will have the opportunity to upload the following documents on the “Attachments” page of the application. Click the “Browse” button to select your document, then click “Upload” to attach it to your application.

- **Financial Statements:** Provide full audited or reviewed financial statements, if available, including an independent auditors/reviewers report and notes to the financial statements for the most recently completed fiscal year shown in comparison to the previous year. Also, please provide any letters/communications to governance or management if supplied to you by the auditor/reviewer.

If audited or reviewed financial statements are not available, please provide balance sheets and statements of activities/profit & loss for the most recently completed fiscal year shown in comparison to the previous year. ***Please do not submit IRS Form 990.*** \*

- **Financial Statements Narrative:** If you would like to include a narrative to clarify any aspects of your Financial Statements or Budget, please do so.

---

Thank you for your time and effort in applying for a Legacy grant. We look forward to learning more about your organization and its work. Please feel free to contact the Foundation with any questions at [www.sewallfoundation.org](http://www.sewallfoundation.org).