

HOW TO APPLY:

The links to the applications can be found on www.FreeportinmyCommunity.com.

NOTE: *We only accept applications submitted ONLINE.*

You should apply through our Community Investment Fund if your organization's area of work is within one of the communities on the website. If your organization does not fall under a Freeport-McMoRan community with a Community Investment Fund, then you should apply through our General Social Investment Program. To learn more about these programs, please visit www.FreeportinmyCommunity.com.

REGISTRATION:**NEW USER:**

If you are a new user and your organization does not have a profile in CyberGrants, click on 'First Time User' to create an account.

Organizations that have applied for a grant previously will have a profile in the CyberGrants system. If you (the person applying) are a first time user and do not have a login, but your organization does have a profile, please email foundation@fmi.com to receive a login for your organization. When you log in, you will be prompted to change your password. Once logged in, you may update, delete and create new contacts for the organization.

NEW ORGANIZATION:

501(c)(3) Organization: If your organization is a federally recognized 501(c)(3), use the 9-digit US Tax ID number.

K-12 School: If you are a K-12 school you must use your NCES (National Center for Education Statistics) Identification number rather than a Tax Identification Number. You can find your NCES School ID and NCES District ID at the NCES website: <http://nces.ed.gov/globallocator/>

- School ID: K-12 public and private schools. For public schools, the NCES School ID should be the last 5 digits of a 12 digit NCES School ID number. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the NCES website.
- District ID: K-12 public schools only. The NCES District ID should be the first 7 digits of a 12 digit NCES School ID number. If you do not know the school's NCES information, please visit the NCES website.
- ****Private schools should leave this field blank.**

College, University or Unit of Government: If you do not have a 501(c)(3) or NCES number (i.e. college, university or unit of government), you will need to have your organization *manually verified* to register with the site. To begin the process of manual verification, click on the 'Need Support?' link at the bottom of the page and follow the instructions to submit a Support Request.

Instructions

This is an example of the *online application* that you will submit. It may be useful to print it and refer to it as you prepare your own application.

NOTE: This is a READ ONLY version of the application. Do not mail a paper application.

The online grant application consists of seven sections, each of which must be completed for your proposal to be considered.

- **Contact Information**- edit, create and delete contacts for your organization. It is important that we have the most current contact information on file.
- **Organization Information**- basic information such as name and address
- **Organization Details**- this sections asks you to upload several documents (documents to be uploaded)
 - Annual Organization Operating Budget (*REQUIRED*)
 - Audited Financial Statement (preferred)
 - Form 990 (preferred)
 - Board Members List (*REQUIRED*)
- **Project Information**- this section asks you to give general information about the proposed project as well as upload a Project Budget.
- **Community Sustainability**- the sections asks how your project will contribute to capacity building, community development and sustainability
- **Impacts & Evaluations**- this sections asks you to describe the changes anticipated as a result of the project, aligned with the Community Benefits we seek and how the change will be measured
- **Statement of Understanding**- Agree to the Terms & Conditions and an electronic signature

General Guidelines:

- An asterisk (*) indicates a REQUIRED field.
- You may save your application and return to it at another time to work on it.
- It is recommended that your compose the responses to the paragraph questions in a word processing program, then copy & paste it into the online application.

Tip: Be aware of the character count limit of each question. To check the character count of your response in Microsoft Word, highlight the text you want to count and click on the Word Count button at the bottom left of the window.

- Don't forget to check your spelling and proofread your responses.
- File Uploads are limited to .xls, .xlsx, .doc, .docx and .pdf formats and a maximum file size of 10 MB. **PDFs are preferred.**

Tip: You can save any of the file formats above as a PDF directly from the program that you created the document in.

- Microsoft Office 2003 or earlier- you can download a *free* third-party file converter
- Microsoft Office 2007- a *free* Add-In 'Save As PDF' is available for download from [Office.com](#) and instructions for using the Add-In can be found [here](#).
- Microsoft Office 2010 or later- the 'Save As PDF' function is built in and instructions for use can be found [here](#).

SAMPLE APPLICATION

Contact Information

Fill in your contact details.

Salutation, First Name, Last Name, Title, Address, City, State, Zip Code, Telephone, Email Address

Organization Information

Enter the details of the organization.

Legal Name, Address, City, County, State, Zip Code, Telephone, Website Address

Organization Details

- *Total Annual Organization Budget** Enter the total annual Organization budget.
- *Annual Organization Operating Budget** Upload the annual operating budget for the **ORGANIZATION**. Please submit the document with the following naming format – “[Organization Name]_OrgBudget[Year]”. Please note that we can only accept .xls, .xlsx, .docx, .doc or .pdf documents. **10 MB Upload Limit** **PDFs are preferred.**
- Audited Financial Statement** Upload an audited financial statement, audited financial review or any independent financial review that has been done for your Organization. Please submit the document with the following naming format – “[Organization Name]_OrgAuditedFinancial Statement [Year]”. Please note that we can only accept .xls, .xlsx, .doc, .docx or .pdf documents. **10 MB Upload Limit** **PDFs are preferred.**
Note: The Audited Financial Statement is not required.
- Form 990** Upload your Organization's most current Form 990. Please submit the document with the following naming format – “[Organization Name]_OrgForm990[Year]”. Please note that we can only accept .xls, .xlsx, .doc, .docx or .pdf documents. **10 MB Upload Limit** **PDFs are preferred.**
Note: The Form 990 is not required.
- *Board Members Upload** Upload a list of current Board Members including Name, Title and Affiliation. Please submit the document with the following naming format – “[Organization Name]_Board[Year]”. Please note that we can only accept .xls, .xlsx, .doc, .docx or .pdf documents. **10 MB Upload Limit** **PDFs are preferred.**
- *Lodestar Training** Has someone from your organization attended the Lodestar Training on Nonprofit Sustainability?

Project Information

- *Project Title** Enter the project title for the project for which you are applying.
- *Grant Amount Requested** Enter the amount of funding you are requesting.
- *Project Budget** Enter the total amount for the Project Budget.
- *Project Budget Upload** This upload is requesting a detailed budget specific to the project for which you are applying. It should be a full showing of all dollars requested. The budget should include current and / or pending sources of funding as well as annual expenses (real or projected). Please submit your document with the following naming format – “Organization Name_Project Budget Year”. Please note that we can only accept .xls, .xlsx, .doc, .docx or .pdf documents.
10 MB Upload Limit
- PDFs are preferred.**
- *Project Summary** Summarize the proposed project. Briefly identify the project for which you are applying. Include the need, anticipated outcomes of the project, how the project fits into the organization’s goals and the intended impact on the overall community. (This is a **project overview**, not an overview of the organization). *(1000 character maximum)*
This should be completed after all the other questions have been answered as it provides the first opportunity reviewers have to understand the overall project.
- * Project Start Date** Enter the project start date.
- * Project End Date** Enter the project end date.
- *Project Community** Select the Community you are applying for.
- *Community Priority and Focus Area** From the drop-down box, select the Community Priority and Focus Area that your project addresses. **Note: You may choose up to TWO Community Priorities/ Focus Areas.*
- *Need for Project** Please give a **clear, concise** description of the problem/need that the project seeks to address. Note that the problem/need should be directly related to the Community Priority(ies) selected above. *(2000 character maximum)*
It is critical that you show need from a local perspective by providing data on community need or demand for services.
- *Project Activities** Describe how the proposed project will impact the identified problem/need and benefit the overall community. *(2000 character maximum)*
- *Target Population** Specify the target population and/or geographic areas to be served and how many people will benefit. *(500 character maximum) Be specific in describing the anticipated reach of the project.*
- *Direct Impact** How many people will your project directly impact/serve? Response must be a numerical value, e.g. 50.
- *Indirect Impact** How many people will your project indirectly impact/serve? Response must be a numerical value, e.g. 500.
- *Project Partners** Describe the role of partners/ collaborators in your project and how the partnership/ collaboration will increase the effectiveness, efficiency and/or reduce costs. Include a list of formal agreements that are required for project implementation (e.g. school Board approval, Memorandum of Understanding, etc.)
The response to this question should show that the community in which the organization is implementing a project or programming has been considered and all stakeholders have been included/consulted (this includes organization with similar missions). Do not

list organizations that do like work or have a similar mission if they do not have an active role in the delivery of the project. (1000 character maximum)

All projects should have at least ONE partner.

A “Partner” is defined as any other entity or group that is formally involved in supporting the project and ensuring its success. A partner may be another nonprofit organization, a business, a government office, a school, a parent/ teacher association (PTA), a group of community volunteers, etc.

***Capacity To Implement Project**

Describe the organization’s capacity to implement this project, e.g. staff has necessary expertise/ training to implement project, a project of this financial scope has been successfully executed in the past, there is a diverse, well represented Board of Directors overseeing the project, etc. (2000 character maximum)

Community Sustainability

This Fund has been established to support programs and projects that demonstrate a strong focus on capacity-building, community development and sustainability.

Definitions:

Capacity refers to an organization’s overall capability to achieve its mission effectively and to sustain itself over the long term. Capacity also refers to the skills and capabilities of individuals.

Capacity building is the activities that improve an organization’s capability to achieve its mission or a person’s capability to define and realize his/her goals and achieve increasing levels of success.

Community development is the process or effort of building/improving a community on a local level with emphasis on activities that improve a community’s ability to sustain itself, grow and prosper.

Sustainability refers to the ability of an organization, program or project to help the community continue to exist and prosper into the future without dependency on one particular industry, business or source of economic stimulus.

Sustainable Benefit refers to an outcome or result that is sustainable over time and contributes to increased levels of individual, family and/or community success and viability.

***Community Capacity (Short-Term Impact)** How does the project described build the skills and/or capabilities of the target population identified? Describe what will be gained by the community that does not currently exist or is not currently being accomplished? (2000 character maximum)

***Community Sustainability (Long-Term Impact)** Describe how the project builds a stronger, more sustainable community. Explain how the project activities lead to long-term benefits and economic viability for the broader community. (2000 character maximum)

***Project Sustainability** Describe how the project impact will continue beyond the initial funding year. If the project requires ongoing funding, specifically address how the funding will be secured. If additional funding is not required, specifically address how the project will continue to operate. (2000 character maximum)

Impacts & Evaluation

Select the Community Benefit for each Community Priority/Focus Area.

Note: You must select a Community Benefit **AND** complete the 'Community Benefit Measurement Details' field for each Community Priority/Focus Area selected in the *Project Information* section.

- *Community Benefit(s)** Select the Community Benefit(s) that will be realized as a result of the project.
**Note: You must select a Community Benefit for each Community Priority/Focus Area selected in the Project Information section.*
- *Community Benefit Measurement Details**
1. Describe how the Community Benefit selected will be realized as a result of the project.
 2. Define the specific measurable outcome that will be realized in relation to the Community Benefit and how the project activities will create the outcome. The measurable outcome should be defined numerically. For example: "*We will increase the retention rates of quality teachers from 40% to 80%.*"
 3. Describe the methods that will be used to measure the change anticipated from the project activities i.e. how will you know the change has occurred?
(2000 character maximum)
- *Impact Statement** In **ONE SENTENCE**, describe the proposed change that will occur as a result of the project including specific information on the number or scope of impact and the timeline for implementation.
 For example: "The Economic Development Council will facilitate the establishment of five new businesses in Metropolis by offering small business development training in four sessions and access to capital services during the next year." *(350 character maximum)*

Statement of Understanding

If awarded, grant funds must be used for developing and implementing the project as described in the application, unless additional clarification is provided in the award letter received at time of funding. A mid-year and end of year review must be completed and submitted. The mid-year review will be sent six months from date of award and the end of year review will be sent one-year from date of award. An email with instructions for completing the mid-year and end of year reviews will be sent to the contact person listed in this application. The Freeport-McMoRan Copper & Gold Foundation has the right to disseminate information and materials developed as a result of the project.

- *Statement of Understanding** Do you agree to the terms & conditions described in this Statement of Understanding?
- *Electronic Signature** Enter your first and last name.
Typing your name is equivalent to a legal signature confirming that you will comply with the obligations specified above.
- *Date** Enter the date you are electronically signing this Statement of Understanding.