**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Specific Request: $\_\_\_\_\_\_\_\_\_\_\_\_\_for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please address each of the points below in a letter up to three pages in length, 12 pt font, 1” margins signed by your organization’s executive director. Adjust spacing as needed*

1. **Describe the effort you request Briggs to consider supporting.**
2. **Describe the need for this effort, its potential impact and the ways that it will make a difference in Memphis.**
3. **What is the mission of your organization?**

1. **Specifically describe the alignment of the mission of your organization with one of the Briggs focus areas – Arts, Civic, Education. Social Services or Youth – as described on the foundation’s web site.**
2. **Provide a brief history of your organization and its impact on Memphis related to the Briggs focus area you selected.**
3. **Describe the target population of your organization and the ways this funding will make a difference to this population:**
4. **How will you sustain the effort for which funding is requested?**
5. **Explain the financial position of your organization (deficit/surplus, debt, cash flow)**
6. **If you have an endowment please give its current level, its use and any restrictions.**
7. **Describe your organization’s assessment process and your evaluation results:**
8. **Describe the uniqueness of the work of your organization and of this effort, whether there is a need for multiple providers and the ways in which you collaborate with other non-profits and intermediary organizations to achieve your goals.**
9. **Do you have a profile on WhereToGive Midsouth?** [**http://wheretogivemidsouth.guidestar.org/**](http://wheretogivemidsouth.guidestar.org/)**? If not, when do you plan to complete one?**

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*Executive Director Date*