



SteelcaseFoundation

Early-Stage Operations and Planning Fund

2025 Cohort Application Questions

Please note: This is not the actual application and only a preview of questions for your convenience. Applications should be submitted in our grantmaking portal, Fluxx. Create an account [here](#) if your organization does not already have one.

Eligibility Preferences

Organizations who may be strong candidates for this grant opportunity are those:

- who are [vision- and mission-aligned](#) with the Steelcase Foundation;
- actively engaged in delivering programming and/or services that align with our [grantmaking focus](#);
- currently being led by its founder(s);
- with 501(c)(3) status for at least one year but less than eight years;
- with cash and in-kind operational budgets under \$500,000; and
 - who have secured at least \$50,000 in revenue (e.g., grants, corporate sponsorships, individual donations) over the last two years
 - relying on “in-kind” donations for a significant portion of their budget
- with capacity to invest time in building sustainable infrastructure for operations and fund development, preferably with a consistent team (key staff and/or board members).

Organization History + Overview

1. Provide a brief history of your organization, including when it was founded, why it was established, and what needs it currently meets in the community.
2. Steelcase Foundation grantmaking focuses on increasing access to quality, accessible public education and cultivating communities that increase conditions for children from birth through adulthood to thrive. To which of the following priorities does the work of your organization align? (select all that apply):
3. Briefly describe the core programs and/or services currently offered by the organization.
4. Provide the following information for the organization's board members: 1) names; 2) professional affiliation, if relevant; and 3) role on board for each board member in the field below OR provide a link to your website with this information.
5. Board Chair's email address (for signatory purposes)
6. Are any Steelcase or Steelcase Foundation employees or their family members involved in the work of the organization? Provide their names and roles below.



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Budget + Fund Development

To help us understand your organization's financial position, please answer the following:

1. What is the organization's total operating budget for the current fiscal year?
2. Click below to list any confirmed, pending, and/or potential grants with other funders (for confirmed grants, include current awards and those which may have already ended in the past two years).
3. Upload your organization's current budget (include expenses and all revenue sources) as a separate file in the Documents section below. Although not required, a budget template can be [downloaded here](#).

Cohort Interest + Commitment

1. Why are you interested in applying for support through the Early-Stage Operating + Planning Fund?
2. The following are examples of activities related to organizational infrastructure that will be addressed in the cohort experience. Briefly describe the efforts your organization has made in the last year to strengthen its infrastructure and build capacity in these or other areas
 - a. Written documentation of the programs and/or services including the target audience and program goals and/or program outcomes
 - b. An organization budget that identifies all revenue sources, including in-kind contributions and expenses as well as budget(s) for the programs and/or services
 - c. Processes to collect and document data about the participants of your programs or services
 - d. An established board of directors
 - e. A documented strategic or tactical plan that guides your goals, planning, and organizational actions/activities
 - f. A sustainable fund development strategy
 - g. Knowledge/awareness of local funders and foundations
 - h. Documentation of the organizational structure (org chart)
 - i. Documented job descriptions for current staff (paid and in-kind)
 - j. Documented roles and descriptions for board members
 - k. A mechanism to incorporate community voice in planning and improvement activities for the organization
3. What are the three highest priorities for the development of your organizational infrastructure over the next year (use the list above or identify other areas)?
4. Provide a list of existing staff positions for the organization, including key volunteer roles and contracted employees (e.g., grant writers, facilitators). For each position, identify if



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it is 1) paid or in-kind; 2) part-time or full-time; 3) contractor or staff; 4) the name of the individual serving in the role.

5. ESOP grantees commit to participating with their teams in quarterly, in-person work sessions over three years that provide technical assistance and support for strengthening infrastructure and capacity. The dates for 2025-26 work sessions are from 12-4PM on:

- Friday, 10/17/25 - 3-Year Tactical Plan
- Friday, 2/20/26 - Mission + Vision Development
- Friday, 5/15/26 - Program Documentation
- Friday 8/21/26 - Metrics Development + Data Management
- Friday, 10/16/26 - Budget Development + Accounting

If awarded this grant, can you commit to attending all work sessions in their entirety?

6. Which staff or board member(s) do you anticipate joining you in these sessions?

Additional Documents (optional)

No documents are required except the organization's budget, but additional materials may be included if it helps provide additional context to this application.