
Grantee Profile

You only need to complete one profile per agency, regardless of the number and type of grants for which you are applying or have been awarded.

To create or update your profile, click on the “Grantee Profile” tile:

1. **Organization Information:** This section requests basic information about your organization.

The screenshot shows a web form titled "Wayne Uplift Res Assoc Inc. 2000001140" with a "Grantee Profile" header. The form includes fields for "Created Date" (Apr 18, 2023) and "Date of Last Certification" (Apr 24, 2023). Below these are tabs for "ORGANIZATION INFORMATION", "KEY PERSONNEL INFORMATION", "ORGANIZATION DEMOGRAPHICS", "ATTACHMENTS", and "CERTIFICATION". The "ORGANIZATION INFORMATION" tab is active, showing fields for: Full legal name of organization (text), Organization also known as (text), Federal Tax ID # (96-3234564), Organization Type (Local Government), Non-Profit Year Obtained (2010), Month and Year Organization Began Operations (Apr 2023), Is program a subsidiary of another organization? (Yes), Organizational Website Address (5.com), Program Days and Hours of Operation (5), Administrative Office Physical Address (5), Mailing Address (5), Main Phone Number (555-555-5555), and Hotline/Crisis Line Number (555-555-5555).

2. **Key Personnel Information:** Please make sure the names and contact information you enter in this section are correct because we will ultimately use them to create and execute contracts for organizations deemed eligible.

The screenshot shows the "KEY PERSONNEL INFORMATION" section of the form. It contains five rows of input fields for different roles: Board Chair, Executive Director, Co-Executive Director, Program Director, and Finance Director. Each role has fields for Name, Email, and Phone. The Board Chair, Executive Director, and Co-Executive Director rows have pre-filled data: Board Chair (Name: 1, Email: 1@1.com, Phone: 444-444-4444), Executive Director (Name: 4, Email: 4@3.com, Phone: 444-444-4444), and Co-Executive Director (Name, Email, Phone: empty).

3. **Organization Demographics:** This section asks for some basic aggregate data about your staff and board.

ORGANIZATION DEMOGRAPHICS

Composition of Staff

Number of Staff	Gender	Race/Ethnicity
*Full Time: 2	*Male: 1	*Black/African American: 0
*Part Time: 0	*Female: 1	*American Indian/Alaska Native: 0
*Contract: 0	*Other: 1	*Hispanic: 0
		*Native Hawaiian/Pacific Islander: 0
		*White/Caucasian: 0
		*Hispanic/Latino: 0
		*Other: 0

Composition of Board of Directors

*No of Directors: 10	Gender	Race/Ethnicity
*Age < 35: 2	*Male: 0	*Black/African American: 0
*Age 35 - 50: 2	*Female: 0	*American Indian/Alaska Native: 0
*Age 51 - 65: 2	*Other: 0	*Hispanic: 0
*Age Above 65: 3		*Native Hawaiian/Pacific Islander: 0
		*White/Caucasian: 0
		*Hispanic/Latino: 0
		*Other: 0

Volunteers

*Number of Actual Volunteers: 4
*Estimated Financial Value of Volunteer Support: \$100
*Spain Method Used to Calculate Estimated Financial Value of Volunteer Support: 44


4. **Attachments:** This is the place for you to upload your required organizational documents and policies, including your board list, strategic plan, sustainability plan, conflict of interest policy, confidentiality policy, non-discrimination policy, organizational code of conduct, internal controls policy, recordkeeping policy, whistleblower policy, and confirmation of 501(c)(3) status.

ATTACHMENTS

Please upload a Governing Board List that includes names, contact information, terms, and committee assignments. All policies should include an effective date and a date of Board approval and should have been reviewed by the Executive Director and Board Chair within the past two years. A determination of eligibility to receive funding does not constitute CTRM approval of any specific organizational policy.

Please select Document Type:

Attachments (0)


No Documents
 Drop files to upload, or use the "+" button.

5. **Certification:** This is where you will certify that all profile information is accurate and current, which you will be asked to do on an annual basis. Once you hit "submit," the system will enter the current date as the "Date of Last Certification" at the top of the screen.

CERTIFICATION

I, the Executive Director of the organization, certify that I have reviewed the information in this profile and all attachments thereto, and that it is accurate and current to the best of my knowledge. I further certify that the chair of the organization's board of directors has reviewed and approved the information in this profile and all attachments.