



Guidestar Information Required to Apply for a Grant from The EQUUS Foundation

To be considered for a grant from The EQUUS Foundation, your organization must provide the required information indicated below on its Guidestar profile. To update your organization's Guidestar profile, visit the Guidestar website at <http://www.guidestar.org>. Organizations that do not provide this information on their Guidestar profiles will be considered ineligible to receive an EQUUS Foundation grant.

Nonprofit Contact(s)

- Primary Contact (Name, Title, Email Address, Phone)
- Alternate Contact One
- Alternate Contact Two

General Information

- Organization Name
- Also Known As/Doing Business As
- Former Names (If you have operated under any other names, enter the previous one and the last year that the name was used.)
- U.S. Mailing Address
- Street (Physical Location) Address if different than Mailing Address
- International Mailing Address
- Primary Phone (xxx) xxx-xxxx
- International Phone
- Fax
- Website if available
- Organization Blog
- Organization Email

Organization Snapshot

- Federal Employer or Tax Identification Number (EIN) (The EIN listed here must be for your unique organization and not a national headquarters if you are an affiliate.)
- Year of Incorporation
- Number of Full-Time Staff
- Number of Part-Time Staff
- Number of Volunteers

Search Criteria

Organizational Category(ies) - NTEE (As defined by the National Center for Charitable Statistics, the Focus Areas are linked to the National Taxonomy of Exempt Entities (N.T.E.E.) coding system (<http://nccsdataweb.urban.org>). These focus areas will give donors a better understanding of your organization's exempt purpose) Primary Organization Type, Primary Organization SubType, Secondary Organization Type, Secondary Organization SubType, Tertiary Organization Type, Tertiary Organization SubType

Geographic Areas Served

Geographic Areas Served Narrative

Keywords

Mission and Background Statements

- Mission Statement
- Impact Statement
- Background Statement
- Statement from the CEO/Executive Director
- Statement from the Board Chair/President

Document Uploads

- IRS Letter of Determination
- IRS Letter of Determination IRS Form 1023/Form 1024
- Annual Report (up to 3 consecutive years)
- Financial Statements (up to 3 consecutive years) if audited
- If audited, did auditor give an unqualified opinion? Does the CEO/CFO sign off on all financial documents?
- Form 990, 990-EZ, 990-N, 990-PF, Form 990-T (up to 3 consecutive years)



EQUUS
FOUNDATION

Photos, Logo and Video Upload	
	Logo
	Photos
	Video/U-Tube Code
Programs	
✓	Specific Programs (At least one and not more than five programs can be added to this section. They will be shown to donors in order of priority. For each program please list up to three outcomes.)
	Programs Comments
	CEO Comments
Funding Needs	
Endowment Value and Spending Policy	
Capital Campaign Purpose, Goal, and Dates	
Governing Board	
	Add Board Members
✓	Number of Board Members
	Board Chair
	Board Co-Chair
	Board Demographics (Ethnicity)
	Board Demographics (Gender)
Governance Practices	
✓	Number of times full board meets in a year
	Board Meeting Attendance % Enter the percentage of board members attending board meetings averaged over the fiscal year
	Board Term Lengths
	Board Term Limits (# of terms)
	Board Term Limits Narrative
	Board Selection Criteria
	Conflict of Interest Policy
	Constituency includes Client Representation
	Percentage of Monetary Contributions
Management Team	
✓	CEO/Executive Director
	Co-CEO/Executive Director
	Senior Staff Members
	Staff Demographics
Management Practices	
News	
Basic Financial Statement	
✓	Reporting Year Fiscal Year Start/End Dates
✓	Revenue Sources (Contributions, gifts and grants; Program service revenue including government fees and contracts; Membership Dues; Net income from Special Events; Other)
✓	Expenses Sources (Program; Administrative; Fundraising; Payments to Affiliates)
✓	Assets and Liabilities (Total Assets; Total Liabilities; Net assets or Fund Balance at the end of the year)
✓ = Required by The EQUUS Foundation. Note: Guidestar may require additional information.	