



2025

# Notion Design for Purpose Grant Preliminary Round Application

## Objective

Notion is an independently owned full-service creative agency based in St. Louis, MO, focused on strong collaboration, trusted partnership and strategic design. We are seeking to support a 501(c)(3) based in Missouri or the Greater St. Louis metropolitan area that supports education, health and wellness, children and families, or underserved populations by helping them advance their mission through our professional creative services.

To learn more about eligibility for the Design for Purpose grant please visit [www.notionpartners.com/designforpurposegrant](http://www.notionpartners.com/designforpurposegrant).

# Application requirements



## Proposal preparation instructions

Please complete your application in a Word, PPT or PDF format using font no smaller than 10 points. For each question, structure your responses in the order of the requirements (below). Feel free to include any supplemental materials you wish to provide to support your application.

### 1 Executive summary

In 250 words or less, describe your organization's creative challenge and the type of creative counsel or solution you're seeking.

### 2 Organization information

Respond to each of the bullets below.

- Name of your organization
- Name, title and contact information for the individual who will serve as the primary point of contact for this grant application
- 501(c)(3) EIN number (XX-XXXXXXX)
- Mission statement, vision and values
- A brief description of the purpose and history of the organization
- 2025 plan or areas of focus
- Organizational structure, including any in-house creative resources
- A list of prior or current sources of actual and expected funding; please include type of creative support and funding amounts/values
- Link to annual report or statement (if available)
- Links to website and/or social media

### 3 Creative challenge

Respond to each of the bullets below.

- Background on the creative challenges your organization is facing and why (e.g., barriers and constraints)
- Impact you expect the creative support to have on your organization and mission
- Project objectives and desired outcomes (e.g., increased engagement, higher web traffic, reduced administrative burden, more effective brand strategy, etc.)
- Type of creative counsel, support and final deliverables (e.g., print or digital materials) you wish to receive
- Team members who will be involved in the project and their roles
- Desired project timing
- Other considerations

### 4 Reference

Provide three reference of external partners or donors, including high-level details about the support and how you collaborated.

Applications are due by 5 p.m. central time on February 14, 2025

Please submit one electronic copy to [DesignforPurpose@notionpartners.com](mailto:DesignforPurpose@notionpartners.com).

Maximum file size not to exceed 12 MB, if email confirmation is not received please check file size.

