Community Grant Cycle – 2019
Online Application Tips and FAQs

Texas Women's Foundation

THE APPLICATION

The Common Grant Application
In an effort to respond to requests from local nonprofit organizations, Texas Women's Foundation has joined a group of funders in North Texas and developed the Common Grant Application.

When preparing responses for the Texas Women's Foundation Community Grant Cycle, please tailor your responses to align with the mission and vision of the Texas Women's Foundation:

Mission - Texas Women's Foundation is a community-supported organization that invests in the power of women and girls to drive positive change. Through research, advocacy, programs and grantmaking, we advance economic and leadership opportunities for women, girls and families to build stronger, more equitable communities for all.

Vision - We envision an equitable society where women and girls are full participants.

Values & Core Competencies
Integrity
We are data-driven and committed to evidence-based decision making. We strive to be a trusted knowledge resource for communities, donors and grantees. We uphold the highest standards of transparency and accountability. We are leaders with a 33-year track record of helping women.

Intentionality
We have a clear vision of the future we are striving to achieve.   We take responsible risks and are confident in our decisions. We rigorously vet our grantees, programs and investments.   We act on the conviction that objective research and advocacy are our most important contributions.   We proudly partner with our grantees in their success.

Inclusivity
We value equality, treating everyone with respect and dignity.   We embrace ethnic, religious and gender diversity. We are determined that our staff and board will authentically represent the communities we serve.   We work together across boundaries, circumstances, backgrounds and cultures.

Important Dates
Online application available	June 6
Deadline to request a login account	July 9 at noon
Application deadline for Community Grant Cycle 2019	**July 12 at NOON**
Notification of site visit or elimination from consideration	August 8
Site visiting period	September 11 – October 2
Final notification of grant status for site-visited applicants	November 21-22

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APPLICATION OVERVIEW

To help you prepare your application for the online system, this section contains all of the questions to be completed along with any applicable <u>character limits</u>. Each section below represents a tab/page within the online application.

I. Contact Information
1. Organization Legal Name
2. Executive Contact Name
      Position or Title
      Email Address
      Phone Number
3. Proposal Contact Name
      Position or Title
      Email Address
      Phone Number
4. Mailing Address
      City
      State
      Zip Code
5. Physical Address
      City
      State
      Zip Code
6. Organization Website
7. Organization Main Phone Number

II. Organization Background
1. Date Founded
2. Tax ID Number
3. DBA
4. Organization Mission Statement
5. Organization Vision Statement
6. Current Operating Budget
7. Number of Full-Time Staff
8. Number of Part-Time Staff
9. Number of volunteers and how your organization uses them (5,000 characters)
   How do volunteers for the organization address the needs of a diverse population of clients?
10. Brief overview of the organization's background (5,000 characters)
11. Top 3 Organizations with whom you collaborate and how (5,000 characters)
12. Overview of the current or historical tie to a faith or religious entity. Agencies representing any and all faiths are welcome and encouraged to apply (Required for consideration for funding from the Mrs. H.L. (Ruth Ray) Hunt Memorial Fund). (2,000 characters)

III. Grant Request Information
1. Title of Grant Request
2. Brief Description of Grant Request
3. Amount of Request (maximum grant request per applicant is $30,000 for a year)
4. Total Project Budget
5. Type of Funding Requested (i.e. capacity building, general operating or project support)
6. How do the goals of the proposal relate to the funder's priorities and mission?(3,000 characters)
7. Does the organization analyze the comprehensive needs of people of color within your geographic areas as a part of programming assessment, planning and implementation?
   If yes, how do the findings address the intersection of race and gender in the program for which this grant proposal is submitted?

IV. Grant Details
1. Narrative (6,000 characters)
   Please provide information on:
   a) The main issues or problems this grant request addresses and details on why and how you address these issues
   b) Proposal details
   c) Evaluation and performance measures i.e. (outcomes)
2. Tell a story that illustrates the impact of your proposal or organization on an individual. The story should be relative to and support your request. (2,000 characters)
3. Implementation Timeline (specifically related to this request, if applicable). Please include major events, activities and when they will take place, in bullet point and chronological order. (2,000 characters)
4. Describe plans to support the proposal after the term of this grant. (1,000 characters)
5. Provide an updated list of all other entities asked to support the proposal with amounts and responses to date. When do you expect to hear from pending requests? (2,000 characters)
6. Goals, Baseline, and Target Numbers - Goals should relate to the specific grant request. More than five goals may be provided. *See Glossary of Terms for definitions and examples on page 5.* Additional goals may be included on a separate attachment labeled "Additional Goals." (500 characters per goal)

V. Executive Summary
Executive Summary – This section captures important information about the priorities to be addressed and should summarize the project. Please condense the content of this application into a one page document (4,000 characters or less) that could be shared, separately from the completed application, with audiences, such as Board members, who may not review requests in their entirety. This summary should include the target communities to be served, the need to be addressed, a description of activities, the expected number of individuals served and the expected change your program will likely bring in your community. This document will, in essence, tell the story of your agency and request in a summarized form.

A suggested format would include:
- A short introduction that includes the mission and history of the organization.
- One short paragraph explaining the need to be addressed and expected number of individuals to be served.
- One to two paragraphs that summarizes the proposed project, including the segment of the community served. If operating support, describe the agency's core programs.

- One paragraph outlining the desired outcome, benefits to women or girls and how you define success.

VI. Attachments

Please label all attachments with your organization name (abbreviations are fine), please ensure your organization's name is visible on each page, and format all pages to print. Preferred format is "Organization name-Type of attachment." For example: DWF-IRS 501C3 determination letter.

A. Names and titles of key staff
B. Board list and affiliations
C. Program budget for requested grant (if applicable)
D. Program budget – current year budget vs. actual if program is currently active (if applicable)
E. Organizational budget for current fiscal year including revenue by source e.g. foundations, individuals, government
F. Organizational budget for next fiscal year including revenue by source e.g. foundations, individuals, government (if available)
G. Most recent IRS Form 990 or Form 990-EZ
H. Organization's most current financial statements (including both a Statement of Financial Position **and** Statement of Financial Activities) ** Both statements are required for a complete application**
I. A copy of your 501c3 IRS determination letter

VII.   Demographic Information

Please see Appendix A for a sample of the Demographic Information Form which is now available as a part of the online application. All information must be entered into the online form.

➢ For a program request, submit information for the program only.
➢ For general operating or capacity building support, provide information for the organization as a whole.
➢ If the data to complete the form is not available, please provide an explanation on the form in the Comments/Explanation Box.

VIII.   Financial Overview

Please provide the necessary organizational information as of the most recent MONTH END
Statement of Financial Position:
1. Date of most recent MONTH END
2. Cash
3. Current Total Assets
4. Current Total Liabilities
5. Total Unrestricted Net Assets
6. Total Net Assets

Please provide the necessary organizational information as of the most recent YEAR END
Statement of Financial Activities:
1. Date of most recent YEAR END
2. Total Contributions, Support, Grants and Revenue
3. Investment Earnings
4. Other Revenue Amount
5. Total Organizational Expenses
6. Comments or Explanation (2,500 characters)

IX. Submission Page
1. Name of Executive Officer, Board Chair, or Approving Official
2. Title of Approving Official
3. Application certifications:
   - By checking the box, I certify that this application is complete and is approved by the individual indicated above (applicant selects "agree" to complete submission).
   - By checking the box, I understand that all mailed correspondence, including payment of an awarded grant proposal, will be sent to the organization's address provided in the *Organization Mailing Address* section of this application (applicant selects "agree" to complete submission).

GLOSSARY OF TERMS FOR THE COMMON GRANT APPLICATION

1. **Number of Volunteers** (Section II)

   Please provide details on how many hours the volunteers work on average, if you have AmeriCorps volunteers separate from standard volunteers, etc. The purpose of this question is to get a general overview of your organization's design.

2. **Type of Funding Requested** (Section III)

   a. **Capacity Building:** creating more, higher quality and/or more sustainable services (research, assessment, expansion, resource development, organizational development, etc.)

   b. **General Operating support:** day-to-day costs of running your organization (office space, staff salaries, marketing materials, etc.)

   c. **Project support:** a specific project/program within your organization

3. **Performance Measures** (Section IV)

   Please provide which data/information will be collected and how (surveys, test scores, media attention, awards, longitudinal studies, etc.).

4. **Goals** (Section IV)

   High level statements that provide overall context for what the program is trying to achieve and should be measurable statements of activities proposed in the grant request. When appropriate, please include a date for the goal to be accomplished when writing your goals. In most cases, baseline data (i.e., the current or starting level) should also be included.

   Goals can be listed as:
   a. **Outputs**: Direct products of the activities proposed - usually measured in terms of volume of work accomplished – for example, number of people served;

   b. **Outcomes**: Benefits or changes to individuals, families, communities, etc. resulting from program participation – for example, percentage of individuals with a 50% or better reduction in their symptoms.

   Examples:
   Goals *without* baseline data:
   1. To serve 1,300 people in 2012.
   2. To raise $100,000 in additional funding by 12/31/2020.

Goals *with* baseline data:
1. To increase the number of children and adults served from 1,300 to 1,600 by 12/31/2012.
2. To increase the number of courses offered per year from 5 to 10 by 12/31/2012.
3. At least X% of participants diagnosed with depression will show a Y% or better improvement in their test scores at 6 month follow up.

ONLINE APPLICATION

User Account & Registration
Important
**A user account is required to access and create an online application. All applicants must have a user account.

**The link included in the email announcement about the 2019 Community Grant Cycle is the first step of accessing the portal where applicants will use their existing user account or set-up a user account to utilize the online application. Questions regarding accessing existing user accounts, providing access for contract grant writers or general problems with creating a user account should be directed to Roselle Tenorio at rtenorio@txwf.org or at 214.525.5326.

Note that the links below are solely for grant application submission. The user account created for submitting a grant application is not the same as the login created by individuals when making online donations to the Texas Women's Foundation or registering to attend Foundation events or purchasing event tickets/tables.

Creating a new user account:
1. Access the online application portal at: http://twf.spectrumportal.net/
2. Select the "**Register**" link to create a new user account.
3. Select **"Grant Applicant"** under the Portal Access section when creating a new user account.
4. Search for and select the appropriate organization. If the organization is not listed, select "**Create a new organization**" and provide the necessary information.
5. Once the registration request is submitted, allow 1-2 business days for approval and access to the online application system.
6. The last day to request a user account is provided in Grant Guidelines.

Creating a new application and accessing a saved application:
- *Steps to create a **NEW application.***
    1. Have your organization's Employer Identification Number (EIN/Tax ID#) available to you prior to beginning the online application
    2. Log on to the application portal with the user account at http://twf.spectrumportal.net/
    3. Select **"Available Grants"** from the menu located on the left side of the page.
    4. Select "Fall 2019 Community Grant Cycle"
    5. Add information to the application
    6. **"Save"** the application during the process of data entry or to log out and return to the application at later time

- *Steps to access a **SAVED application***
    1. Log on to the application portal with the user account at http://twf.spectrumportal.net/
    2. Select **"My Saved Applications"** from the menu located on the left side of the page

3. Select the appropriate application to continue working on an application

Navigating the online application:
-   A series of tabs along the top of each page of the online application allows the applicant to easily navigate to the desired section of the application
-   The "Next" button at the bottom of each page allows the applicant to navigate the application
-   **"**Save" the application periodically to ensure information is not lost

Uploading attachments
1. Navigate to the "Attachments" tab of the online application. Select the **"Upload File"** button to select a file for uploading to the application.
2. Selecting the **"Open"** button once the file is selected to successfully attach it.
3. Successfully attached files will have their file names displayed under the corresponding attachment header.
4. Files can also be removed if an incorrect file is attached.
5. Each file must be individually uploaded and attached.

Submitting an online application from the "Submission Page" tab
1. Verify that all fields are completed and all attachments are included on the application.
2. Complete the fields requiring the name of the executive officer, board chair or approving official for the organization and their official title.
3. Complete the required check box that the organization's approving official certifies that the application is complete and is approved.
4. Complete the required check box that confirms the organization's mailing address.
5. Print/save a hard copy of the application using the **"Printer Friendly Version"** link at the top of the page.
6. Click the "**Submit**" button located at the bottom of the page.
7. Applications must be submitted prior to due date and time to be considered by Texas Women's Foundation.
8. A confirmation message will be displayed once the application is submitted.
9. An email will be sent to the user to confirm receipt of submission.
10. Submitted applications will also be available under "**My Saved Applications**" on the grant application portal.

Tips
-   Google Chrome is the preferred browser for accessing and completing the online application.
-   For ease of completion, information can be composed in Word and then cut and pasted into the online application.
-   The system is limited to counting **characters** and not words in the text boxes. Characters counted include spaces, punctuation marks and paragraph returns.
-   Have all attachments available for uploading before submitting the application.
-   Most file types are accepted including Word, Excel, and PDF formats (PowerPoint is not an accepted file type).
-   For ease of retrieval after SUBMISSION, begin file names with the name of the organization (Org XYZ - IRS 501C3 determination letter; Org XYZ - Statement of Financial Position, etc.)
-   For ease of review, format all attachments (documents and spreadsheets) for printing.

FREQUENTLY ASKED QUESTIONS

How do I determine if my agency is eligible for funding?
Eligibility and ineligibility criteria for an agency or program are addressed in the Community Grant Guidelines.

How are grant decisions made?
Grant proposals are reviewed by the Foundation's staff, then by the volunteer Grant Review Committee. Committee members will site visit select agencies and will make recommendations. Recommendations are made for funding and are approved by the Texas Women's Foundation Board of Directors.

When will grant decisions be made?
A timeline of important dates is included in the Community Grant Guidelines.

How do I submit a proposal for a sponsorship?
We are not accepting unsolicited sponsorship proposals at this time.

How early do I need to submit my application?
We encourage all applicants to submit their online applications as early as possible in advance of the submission deadline date to avoid last-minute complications or submission issues. However, Texas Women's Foundation's grant review is NOT first-come, first-served so early submission does not provide any benefit during the review process.

Do you support any type of operational expenses?
Yes. Texas Women's Foundation provides grants designed solely to fund operational expenses of our grantees. To be eligible for operational funding, the entire organization must meet the requirements of 75% of clients being women and/or girls and the clients residing in Dallas, Denton, Collin and the immediate surrounding counties.

Do I need to show other project support?
Yes. As part of the application, you will be asked to list all confirmed and potential funding sources. The names of individual donors are not required. List these individuals under one line item titled "Individual Donor Support."

I have materials I want to submit along with my request for funding. How do I send them?
Please submit only the requested information. We are not able to accept brochures, DVDs, annual reports or other materials that accompany requests for funding.

What if I do not have the required attachments in electronic form? Can I make other arrangements to deliver them to you?
No. In order to ensure applications are not disqualified due to lack of required materials, the system will not accept applications without the required attachments. It is recommended that documents be scanned or saved in a PDF format for ease of uploading.

My grant was turned down. Can you tell me why?
The competition for grant funds is intense and there are a number of factors that determine if a request is declined. We are unable to fund every request that we receive. Texas Women's Foundation staff and volunteers make funding recommendations; the Foundation's Board of Directors makes all final

decisions regarding approval of grant recipients. In deciding which organizations to fund, Texas Women's Foundation staff, our volunteers, and the Board of Directors looks for programs and projects that can best meet the areas of interest outlined in the grant guidelines. We encourage those whose requests are declined to contact us with questions.

Do you prefer to fund operating or program?
We suggest that you determine your highest priority. If you have further questions, you may contact us directly.

I don't have all the information requested in the guidelines. Can I still apply?
Yes. Send the most current information you have. You may submit a Word document stating why you do not have the information that is required. Please contact us if you have any questions.

Should we wait to hear from you before applying to others?
No. It is a good idea to submit applications to multiple sources of funding, as doing so will improve your chances of success.

Can you help write our grant proposal? Can you review our grant application prior to submission?
No. We do not provide grant writing or editing services. We encourage applicants to follow our guidelines in preparing an application and to call if they have questions. We refer grant writing requests to the CNM for assistance.

Texas Women's Foundation
Demographic Information Form

Provide the following data by your fiscal year for the primary recipients of the funding request.
Do not include indirect clients/beneficiaries in the information below.
Provide an explanation if information is not available.
<< Refer to the *Online Application Tips and FAQs* document for instructions on completing this form. >>

Table A: Clients Served by the Funding Request

Totals for Tables B, C, and D should match the shaded area in Table A.

Clients	FY 2020 Projected	FY 2019 Actual or Estimated	FY 2018 Actual
All Unduplicated Primary Clients			
Unduplicated unspecific and non-binary Clients*			
Unduplicated Primary Female Clients *			
Total Eligible Clients	-	-	-
% Eligible Clients:**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**

* For Unduplicated Primary Female, Unspecified and Non-Binary Clients only count eligible parents if the program serves parents and their children

** % Of Female, Unspecified, and Non-Binary Clients must be 75% or greater for funding eligibility

Table B: Primary Eligible Clients by Race/Ethnicity

Totals should match numbers the shaded area in Table A.

Race/Ethnicity	FY 2020 Projected	FY 2019 Actual or Estimated	FY 2018 Actual
Black/African American			
Hispanic/Latina			
Asian/South Asian			
White			
Other			
TOTAL	-	-	-

Table C: Primary Eligible Clients by Age

Totals should match numbers the shaded area in Table A.

Age	FY 2020 Projected	FY 2019 Actual or Estimated	FY 2018 Actual
Girls (0-11)			
Teens (12-17)			
Young Adults (18-34)			
Adults (35-54)			
Senior Adults (55+)			
TOTAL	-	-	-

Table D: Primary Eligible Clients by County

Totals should match numbers the shaded area in Table A.

Geographic	FY 2020 Projected	FY 2019 Actual or Estimated	FY 2018 Actual
Collin County			
Dallas County			
Denton County			
Surrounding Counties ***			
TOTAL	-	-	-

*** Please list surrounding counties in Comment/Explanation Box if applicable

COMMENTS or EXPLANATION: