

Printable Copy of The Meadows Foundation Grant Application

Instructions

Please read the following instructions for completing this online application form:

- Do **not** use the "Back" or "Forward" buttons on your browser. Doing so may cause you to lose your work.
- Use the buttons at the top of the page to navigate between pages. Alternatively, click the "Next Page" button at the bottom of each page to advance to the next page.
- Required fields are marked with a red asterisk (*).
- We provide suggested word limits for responses to some questions. These are suggestions to convey the amount of detail we need; the system does not cut off responses at the suggested word limits.
- You can save your work by clicking the "Save & Finish Later" button at the bottom of each page. Doing so saves your draft, emails you a copy of your draft, and returns you to your applicant portal.
- You can return to your application immediately or at a later time via the "In Progress" drop-down in the portal. Unfortunately at this time there is not an option to save without returning to the portal.
- You can email a copy of your draft to yourself or anyone else at any time by clicking the "Email Draft" button in the upper right-hand corner of each page.
- You will have the opportunity to review the entire application one final time before clicking the "Submit" button at the bottom of the screen.
- After you submit your application, you will receive a confirmation email along with a copy of your submitted application for your records. Please check your spam or junk mail folder if you do not see a confirmation email.
- Please bookmark [this link to the application portal](#) to access saved in-progress and submitted applications at any time.

- If you have questions or issues navigating and completing the online application, please email us at GrantsAppSupport@mfi.org.

Tips and Tricks:

- You may find it easier to write and edit your responses in a Word Document first and then “cut and paste” the responses into the application fields.
- The online application text fields only allow simple text formatting. Text formatting like bold, italics, and underline are not retained in text pasted from Word into the online application. Bulleted lists, numbered lists, tab indentations, and return carriages are retained.
- If you would like to preview the entire application first, please click the "Printer Friendly Version" button in the upper right-hand corner of this page.
- For security reasons, the system allows 60 minutes of inactivity before timing out and will give a warning after 30 minutes of inactivity. To avoid losing work, please be sure to click "Save & Finish Later" if you plan to be away from the application for longer than 60 minutes.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

Basic Information

Organization Information

Organization Type

Organization EIN/Tax ID Number

Please enter as XX-XXXXXXX (2 digits, hyphen, 7 digits).

If a fiscal agent is sponsoring the proposed project, please enter the EIN/Tax ID number of the fiscal agent.

Organization's Legal Name

If a fiscal agent is sponsoring the proposed project, please write as "[Fiscal Agent] for [Project Name]."

Example: ABC Foundation for The XYZ Network

Doing Business As (if applicable)

Address

City State
- Select One -

Zip Code

Website (Optional)

Executive Director/President/CEO

Name, Title, Email, and Phone are required fields.

Prefix First Name Middle Name/Initial Last Name

Suffix

Title

Email

Best Phone Number

Primary Contact for this Grant Application

(if different from above contact)

Name, Title, Email, and Phone are required fields. Select "Same as above contact" if applicable.

No Same as above contact

Prefix First Name Middle Name/Initial Last Name

Suffix

Title

Email

Best Phone Number

Board Chair/Board President

Name and Title are required fields.

Prefix First Name Middle Name/Initial Last Name

Suffix

Title

Email

Best Phone Number

Organization Background

This section provides a high-level summary to quickly familiarize us with your organization as a whole.

Year Founded

Mission Statement

Approximately how many people does your organization benefit annually?

Organization's Main Programs and Results

- Please provide a **high-level** description of your organization's major programs.
- Please also include any **measurable results** of your major programs.
- Your response should encompass the work of your **entire** organization, not just that of the project for which you are applying for funding.

Suggested word limit: 500 words

Additional Organizational Accomplishments (Optional)

If there are any additional organizational outcomes or accomplishments that you would like to highlight, you may do so here.

Suggested word limit: 150 words

Please tell us about your organization's equity journey or approach to diversity, inclusion, and equity.

Suggested word limit: 150 words

Proposal

Proposal Narrative

Proposal Purpose Statement

Please provide one line describing the purpose of your proposed project by completing this sentence: "If awarded, this grant from The Meadows Foundation will provide funding toward ____."

Example: Toward support of a new partnership to increase college completion in rural areas.

Suggested word limit: 50 words

Problem Statement

What is the social need or issue that your proposed project is trying to address?

Please provide:

- Quantitative and/or qualitative data about the issue(s) you are trying to address, including region-specific or state-specific data, if available and applicable.
- The issue's urgency or timeliness.
- Sources for data cited, as available.
- *Example: Only 64 percent of rural students pursue postsecondary education compared to nearly 70 percent of their urban peers, resulting in lower lifetime earnings and reduced rural economic growth.*

Suggested word limit: 200 words

Proposed Project

Please provide:

- The proposed project activities that you will do to address the need(s) or issue(s) described above.
- For projects with sequential or multiple components, please group the project activities in a clear and logical way.
- Also provide information if the proposed project is part of a larger regional or statewide strategy, collaboration, or partnership.

Suggested word limit: 500 words

Defining Success

What would "success" look like for your proposed project in the short-term, by the end of a one-year grant period?

Suggested word limit: 50 words

What would "success" look like for your proposed project in the long-term? (if applicable)

Suggested word limit: 50 words

Proposal Details

Program Area

Primary Program Area: Your proposed project is primarily in which of the following program areas?

Secondary Program Area (optional)

Approximately how many people do you estimate this project will benefit during the 1-year grant period?

Gender of Benefiting Population

What is the estimated gender composition of the population that your **proposed project** will benefit?

- You may use your organization's data from previous years or demographics of your target populations to estimate.
- Each question's percentages must sum to 100%.
- Please use the Unknown/Not Reported category if you do not have demographic information for all or a portion of your benefiting population.
- These data are used solely for internal tracking purposes and will not have any bearing on the consideration of your proposal.

Race/Ethnicity of Benefiting Population

What is the estimated race/ethnicity composition of the population that your **proposed project** will benefit?

- You may use previous years' data or current demographics of your target populations to estimate.
- Each question's percentages must sum to 100%.

- Please use the Unknown/Not Reported category if you do not have demographic information for all or a portion of your benefiting population.
- These data are used solely for internal tracking purposes and will not have any bearing on the consideration of your proposal.

Target Population(s)

Which (if any) of the following populations does your **proposed project** target or focus on benefiting?

- Please select at least one and up to three.
- Selection order does not matter.
- If your proposed project benefits the general population without focusing on any of the specific characteristics or sub-populations listed below, please select "General Public" in the first drop-down menu and leave the other drop-downs blank.

Targets

Project Targets

Please provide measurable, time-bound targets for your proposed project. Targets are the objectives that you hope to achieve through your proposed project. You are required to provide at least three targets and have the option to provide up to five. Please ensure that at least two of your targets can be achieved within a 1-year grant period. More guidance is provided below.

Target 1 (Required)

Target 2 (Required)

Target 3 (Required)

Target 4

Target 5

Guidance for Writing Targets

- Targets should be set for the **linchpin** activities and results that you believe **must be accomplished by a certain time** in order for your project to be successful.
- You can set targets for the **processes or activities (outputs)** of your proposed project.

Example: "Provide wraparound services to 200 students (up from 180 students last year) in our district who are experiencing homelessness by July 31, 2020."

- You can set targets for the **changes or improvements (outcomes)** that you aim to result from your project.

Example: "A 20% point increase (from 60% to 80%) in percent of participants achieving housing stabilization within 30 days of initial visit, by August 30, 2021."

- For each target, please include:
 - The **quantity** or number that you are trying to accomplish (i.e. X %, X number of).
 - A **date or time frame** by which you hope to achieve the target.
 - A **baseline** whenever relevant and available. Baselines provide context for your targets and are commonly previous years' amounts or other benchmarks that helped you determine how high to set your targets.
- You will have the opportunity to work with The Meadows Foundation staff to edit and refine these targets later in the review process.
- Please also feel free to contact us at WebGrants3003@mfi.org for additional assistance.

Additional Examples of Targets, by Program Area

Note: These are only examples for illustration purposes. Please write targets that are specific to

your proposed project.

Education/Social Services:

- Output Target: Provide wraparound services to 200 students (up from 180 students last year) in our district who are experiencing homelessness, by July 31, 2020
- Outcome Target: A 20% point increase (from 60% to 80%) in percent of participants achieving housing stabilization within 30 days of initial visit, by August 30, 2021

Environment

- Output Target: Replant 40,000 thornscrub trees in 400 acres by June 30, 2019
- Outcome Target: Reduce annual stormwater runoff by 10 million gallons by June 30, 2020

Health/Mental Health

- Output Target: Provide follow-up to 100% of monthly referred patients within 5 days after the first patient encounter by September 2020
- Outcome Target: Increase compliance rates for mental health treatment plans from 66% to 76% by September 2021

Animal welfare

- Output Target: Establish baseline diversion data on calls by Summer 2021
- Outcome Target: Exceed 90% live release rate through adoption, foster care, or transfer to rescue programs at the city shelter by Fall 2021

Geographic Area Served

Geographic Area Served

Geographic Area That Proposed Project Will Serve

Please select all of the county(ies) that this project is expected to serve. If you serve the entire state of Texas, you may select Texas Statewide. If you serve specific cities, please select the county(ies) in which the cities lie.

Budget

Budget

Dollar Amount Requested (\$)

Date Payment is Needed (Optional)

Total Projected Project Budget (\$)

Projected Project Budget

- If your project budget is the **same** as your organizational operating budget, you do not need to upload a separate project budget here.
- If your project budget is **different** from your organizational operating budget, please download, complete, and upload the Project Budget Template: [Click Here to Download Template](#). For **capital** project proposals, [Click Here to Download the Capital Budget Template](#) instead.
- Be sure to click the Upload button after you select your file.

Organizational Operating Budget

Please download, complete, and upload the Organizational Operating Budget Template: [Click Here to Download Template](#).

Be sure to click the Upload button after you select your file.

Plans to Financially Support the Project After the Grant Period

What are the projected future revenue opportunities that can sustain and/or grow the project after the grant period?

Financials & Other Attachments

Financials & Other Attachments

Please attach the following documents, as available:

Tax Determination Letter (if applicable)

Please include a copy of the latest verification of tax-exempt status from the Internal Revenue Service.

Be sure to click the Upload button after you select your file.

Audited Financials

Please submit your organization's three most recent independent certified audits, if available.

If you do not have any audited financials, please submit your IRS Form 990 and last year's unaudited financial statement.

Be sure to click the Upload button after you select your file.

Audited Financials - Year 1 (most recent)

Audited Financials - Year 2

Audited Financials - Year 3

IRS Form 990

Upload only if no audited financials are available. You do not need to upload if you uploaded at least one audited financial above.

Last Year's Financial Statement

Upload only if no audited financials are available. You do not need to upload if you uploaded at least one audited financial above.

Additional Materials

If you would like, please provide any additional information or material that you would like The Meadows Foundation to review as part of your proposal.

Be sure to click the Upload button after you select your file.