

Community Grant Cycle – 2022

Online Application, Tips and FAQs

THE APPLICATION

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 37-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	January 21, 2022
Information Session (Visit our Website)	February 1, 2022 - 10:30 am – noon
Deadline to request a login account	February 14, 2022
Application deadline for Community Grant Cycle 2022	February 18, 2022 at 12:00 pm CST
Notification of site visit or elimination from consideration	March 25, 2022
Site visiting period	March 25 – April 15, 2022
Final notification of grant status for site-visited applicants	May 26, 2022

Contacts

Kim Hoang, Manager – Grants & Programs	khoang@txwf.org	214-525-5326
Shonda Barnett, Senior Manager - Grants	sbarnett@txwf.org	214-525-5301
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Lisa de la Garza, Vice President – Programs	ldelagarza@txwf.org	214-525-5314

APPLICATION OVERVIEW

This section contains all of the questions to be completed along with any applicable character limits. Each section below represents a tab/page within the online application.

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

Organization Background

- Tax ID Number
- DBA (if applicable)
- Organization Mission Statement
- Current Operating Budget
- Number of Full-Time Staff
- Number of Part-Time Staff
- Brief overview of the organization's background (2,000 characters)
Including a brief history of the organization highlighting how the organization represents & elevates a broad range of voices and perspectives.
- In addition, applicants with a current or historical tie to a faith or religious entity will be considered for funding from the Mrs. H.L. (Ruth Ray) Hunt Memorial Fund and must include a description of that relationship. Organizations representing any and all faiths are eligible. (1,000 characters)

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Grant Request Information

- Brief Description of Grant Request (1,000 characters)
- Amount of Request (maximum grant request per applicant is \$30,000 for a year)
- Total Project Budget
- Type of Funding Request (i.e. capacity building, general operating or project support)
- How does the organization identify and analyze the comprehensive needs of women and/or girls of color within the geographic area served as part of its planning, implementation, and programming assessment? And how do the findings address the intersection of race and gender in the purpose for which this grant proposal is submitted? (3,000 characters)

Proposal Narrative

Please address the following (6,000 characters):

- The main issues or problems this proposal addresses and details on why and how this proposal addresses these issues.
- Proposal details such as target communities to be served and why these were selected; description of activities and why these were selected, and a timeline of the program services specifically related to this request.
- For operating support describe the agency's core programs and how general operating support would lift women and/or girls served by the organization.
- How does the organization define success and how does it evaluate the outcomes and impact of the work (i.e. performance measures, outcomes)? What has been the history of success for the program?

Note: This section is limited to a maximum of 6,000 characters. Bullets, empty lines, spacing, parenthesis, etc. all count as characters. The narrative will be evaluated on content, not visual presentation.

Goals

Goals should relate to the specific grant proposal. Please only include the top three goals. See *Glossary of Terms* for definitions and examples (500 characters per goal)

Demographic Information

Using the best estimates available at this time, enter demographic data for the beneficiaries of the services proposed for funding. See **Appendix A** for a Sample of the Demographic table.

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

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Attachments

Please submit all attachments as .PDF files and label all pages of the attachments with the organization's name (abbreviations are fine).

- A. Names and titles of key staff including diversity demographics
- B. Board list and affiliations including diversity demographics
- C. Organizational budget for current fiscal year including revenue by source (e.g. foundations, individuals, government) and most current actual versus budget
- D. Most current Statement of Financial Position (Balance Sheet)
- E. Most current Statement of Financial Activities (Income/Expense Report)
- F. 501c3 IRS determination letter
- G. Most recent IRS Form 990 or Form 990-EZ
- H. List of the three largest requests to support the proposal with requested amounts and most current response status, excluding any Texas Women's Foundation giving circles or other Texas Women's Foundation funds.

Additional attachments for Program Requests

- I. Program budget
- J. Program budget – current year budget vs. actual if program is currently active

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)

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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

1. Type of Funding Requested

- 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

2. Performance Measures

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

3. Goals

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 2021.
2. To raise \$100,000 in additional funding by 12/31/2022.

Goals *with* baseline data:

1. To increase the number of children and adults served from 1,300 to 1,600 by 12/31/2022.
2. To increase the number of courses offered per year from 5 to 10 by 12/31/2022.
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 2022 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 Kim Hoang at KHoang@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 "2022 Spring Community Grant Application"
 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

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- “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.

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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?

Due diligence is performed by Foundation staff, community volunteers perform site visits for select proposals. The Foundation's Board of Directors makes all final decisions regarding approval of grant recipients.

When will grant decisions be made?

A timeline of important dates is included in this document and 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, Tarrant and the immediate surrounding counties.

Do I need to show other project support?

Yes, this is a part of the application to be submitted as an attachment. The list should include the three largest requests to support the proposal with requested amounts and most current response status, excluding any Texas Women's Foundation giving circles or other Texas Women's Foundation funds.

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, annual reports, photos, letters of support 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

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decisions regarding approval of grant recipients. In deciding which organizations to fund, Texas Women's Foundation staff, our volunteers, and the Board of Directors look 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 upload a statement as an attachment 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.

Appendix A

Provide the following data for a 12 month period 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 <i>Online Application Tips and FAQs</i> document for instructions on completing this form. >>	
Table A: Clients Served by the Funding Request	
<i>Totals for Tables B, C, and D should match the shaded area in Table A.</i>	
Clients	12 Month Period
All Unduplicated Primary Clients	
Unduplicated unspecified and non-binary Clients *	
Unduplicated Primary Female Clients *	
Total Eligible Clients	Auto Calculates
% Eligible Clients:**	Auto Calculates
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	
<i>Totals should match numbers the shaded area in Table A.</i>	
Race/Ethnicity	12 Month Period
Asian/Asian Americans/Pacific Islanders	
Black/African American/African	
Hispanic/Latino/Latina/Latinx	
White	
Other (Native American/American Indian/Indigenous, Multi-Racial or Multi-Ethnic, unknown)	
TOTAL	Auto Calculates
Table C: Primary Eligible Clients by Age	
<i>Totals should match numbers the shaded area in Table A.</i>	
Age	12 Month Period
Girls (0-11)	
Teens (12-17)	
Young Adults (18-34)	
Adults (35-54)	
Senior Adults (55+)	
TOTAL	Auto Calculates
Table D: Primary Eligible Clients by County	
<i>Totals should match numbers the shaded area in Table A.</i>	
Geographic	12 Month Period
Collin County	
Dallas County	
Denton County	
Tarrant County	
Surrounding Counties ***	
TOTAL	Auto Calculates
*** Please list surrounding counties in Comment/Explanation Box if applicable	
COMMENTS or EXPLANATION:	