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 nearing 40 years 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 16, 2024
Tarrant County Information Session*	January 23, 2024
Collin/Denton County Information Session*	January 24, 2024
Dallas County Information Session*	January 25, 2024
Application deadline for Community Grant Cycle 2024	February 15, 2024, at 12:00 pm CST
Notification of site visit or elimination from consideration	March 7, 2024
Site visiting period	March 19 – April 9, 2024
Final notification of grant status for <u>site-visited</u> applicants	May 24, 2024

*Visit the [Texas Women's Foundation website](#) for details

APPLICATION OVERVIEW

This section contains all the questions to be completed along with any applicable word limits.

Organization Information
- Organization Legal Name
- Organization DBA (if applicable)
- Also Known As (if applicable)
- Mailing Address
- Physical Address
- Organization Main Phone Number
- Organization Website

Organization Background
- Tax ID Number
- Organization Mission Statement
- Current Operating Budget
- Number of Full-Time Staff
- Number of Part-Time Staff
- Brief overview of the organization's background, including a brief history of the organization highlighting how the organization represents & elevates a broad range of voices and perspectives. (400 word maximum)
- 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 all faiths are eligible. (200 word maximum)

Key Contacts
- Executive Contact First and Last Name
- Phone Number
- Title
- Email Address

- Proposal Contact First and Last Name
- Phone Number
- Title
- Email Address

Grant Request

- ➢ Brief Description of Grant Request (i.e., how would grant funds be used) (200 word maximum)
- ➢ Amount of Request (maximum grant request per applicant is $40,000 for 12 months)
- ➢ Total Program/Project Budget Amount (if applicable)
- ➢ Type of Funding (i.e., capacity building, general operating or program/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? (600 word maximum)

Proposal Narrative
Please address the following in the narrative: (1,000 word maximum)
- 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.
- Description of support:
  - For operating support describe the agency's core programs and how general operating support would lift women and/or girls served by the organization.
  - For program support provide a description of core program activities and how this supports the needs of woman served by the program
  - For capacity building describe whether the effort would benefit the organization or a specific program and what impact would be to continuing or elevating service to women/girls.
- How does the organization define success and how does it evaluate the overall outcomes and impact of the work to be funded (i.e., performance measures, outcomes)? What has been the history of success for the program?

Proposal Timeline
Provide a general timeline of the program services specifically related to this request. (200 word maximum)

Goals
Goals should relate to the specific grant proposal. Please only include the top three goals. See *Glossary of Terms* for definitions and examples.
- ➢ Goal 1 – 100 word maximum
- ➢ Goal 2 – 100 word maximum
- ➢ Goal 3 – 100 word maximum

Demographics

Using the best estimates available at this time, enter demographic data for the beneficiaries of the services proposed for funding over a 12-month period.

- For general operating or capacity building support provide information for the organization as a whole.
- For program/project support, only provide demographics for primary program/project participants,
- If the data to complete the form is not available, please provide an explanation in the Comments/Explanation Box (200 word maximum).

Table A: Clients served by the Funding Request
➢ All Unduplicated Primary Clients
➢ Unduplicated Primary Female Clients
  Only count eligible parents if the program serves parents & their children.
➢ Unduplicated, unspecified, and non-binary Clients
Total eligible clients – This total will auto calculate.
Percentage eligible clients – This percentage will auto calculate.

Table B: Primary Eligible Clients by Race/Ethnicity
➢ Asian/Asian Americans/Pacific Islanders
➢ Black/African American/African
➢ Hispanic/Latina/Afro-Latina/Latinx
➢ White
➢ Other (Native American/American Indian/Indigenous, Multi-Racial or Multi-Ethnic, unknown)
Total - This total will auto calculate and should match the total eligible clients number from Table A.

Table C: Primary Eligible Clients by Age
➢ Girls (0-11)
➢ Teens (12-17)
➢ Young Adults (18-34)
➢ Adults (35-54)
➢ Senior Adults (55+)
Total – This total will auto calculate and should match the total eligible clients number from Table A.

Table D: Primary Eligible Clients by County
➢ Collin County
➢ Dallas County
➢ Denton County
➢ Tarrant county
➢ Surrounding Counties (please list these counties in the comment box)
Total – This total will auto calculate and should match the total eligible clients number from Table A.

Financial Overview

Please provide the necessary organizational information as of the most recent MONTH END

Statement of Financial Position:

➢ Date of most recent MONTH END
➢ Cash
➢ Total Current Assets
➢ Total Current Liabilities
➢ Total Unrestricted Net Assets
➢ Total Net Assets

Please provide the necessary organizational information as of the most recent YEAR END

Statement of Financial Activities:

➢ Date of most recent YEAR END
➢ Total Contributions, Support, Grants and Revenue
➢ Investment Earnings
➢ Other Revenue Amount
➢ Total Organizational Expenses
➢ Comments or Explanation (200 word maximum)

Attachments

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

➢ Names and titles of key staff including diversity demographics for senior leadership
➢ Board list and affiliations including diversity demographics
➢ Organizational budget for current fiscal year including revenue by source (e.g., foundations individuals, government) and most current actual versus budget comparison
➢ Most current Statement of Financial Position (Balance Sheet)
➢ Most current Statement of Financial Activities (Income/Expense Report)
➢ 501c3 IRS determination letter
➢ Most recent IRS Form 990 or Form 990-EZ
➢ 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/Project Requests & Capacity Building Requests
➢ Program/Project budget or capacity building budget
➢ Program/Project budget – current year budget vs. actual if program/project is currently active

Submission

➢ Name of Executive Officer, Board Chair, or Approving Official
➢ Title of Approving Official
➢ Application certifications:
    o By checking the box, I certify that this application is complete and is approved by the individual indicated above.
    o 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.

USING THE ONLINE APPLICATION

User Account
All proposal submissions are accepted through the Foundation's grant portal which is accessible by the "*Access Application*" button on the Texas Women's Foundation website (www.txwf.org). Detailed instructions are listed below.
A new login and password must be established if you did not submit an application in the 2023 Community Grant Cycle. If you did apply during our 2023 cycle, you can use your created log-in information.

Questions accessing the portal or setting up credentials can be directed to William Capper at wcapper@txwf.org.

Note that the links below are solely for grant application submission. The login and password 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. Go to the Grants page: https://www.txwf.org/grants/
2. Click on the "*Access Application*" button.
3. Select "*Create Account"* underneath the E-mail field.
4. Use your email address and create a password for your new account. Ensure your password fulfills the prerequisites listed and is something you can remember.
5. You will receive an email from mail@grantsapplication.com confirming your account. Check your spam folder if you do not see it in your inbox and add it to your safe sender list.
6. Make sure to save the email confirming your account. It has your Account URL.
7. Exit the screen and log back in with your new account information to confirm your log-in.

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. Click on the application link: https://us.grantrequest.com/application.aspx?sid=6283&fid=35052
3. Enter your account email address and password.
4. Complete the eligibility questions. Once these are filled out, you will be automatically brought to the application.
5. Add information to the application.
6. Select "*Save & Finish Later*" 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. You will need to return to your Account page to access your saved application. The Account URL is: https://www.GrantRequest.com/SID_6283?SA=AM
2. Select "*In Progress Applications*" from the menu located on the right side of the page.
3. Select the appropriate application to continue working on it.
4. **Please note: if you do not log into your account following the steps above, you will create a new 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 their desired sections.
- The "Next" button at the top and bottom of each page allows the applicant to move sequentially through each page.
- Fields that contain a red asterisk (*) are required fields and must be completed before the application can be submitted.

Attachments
1. Navigate to the Attachments tab of the online application. Select the "*Choose File*" button to select a file for uploading to the application.
2. Selecting the "*Upload*" 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. A green header will also populate.
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 "Review My Application" 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 from mail@grantsapplication.com will be sent to the user to confirm receipt of submission.
10. Submitted applications will also be available under "*Submitted Applications*" on the right side of your account page.

Texas
Women's
Foundation

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 and 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 sponsorships for events through the Community Grant Cycle.

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. 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 additional 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.

My grant proposal was not selected for funding. 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 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.

I saved my application to finish later. How do I access the new application?
Reference the initial email sent to your email from mail@grantsapplication.com. This will include your Account URL. Click on that URL, log in with your information, and you will be brought to your selection of In Progress applications. Select your application and continue.

For further assistance, please refer to page 6 of this document.

Do you prefer to fund operating, capacity building, or programs?
We suggest that you determine your highest priority. If you have further questions, you may contact us directly. TXWF does not have a preference.

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 requested. 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?
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.