

Community Grant Cycle – 2025

Online Application, Tips and FAQs

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 have led the charge to empower women and girls in Texas for nearly 40 years.

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 & guidelines are available	November 11, 2024
Tarrant County Information Session	December 4, 2024
Collin/Denton County Information Session	December 5, 2024
Dallas County Information Session	December 9, 2024
Application deadline for 2025 Community Grant Cycle	January 15, 2025, at 12:00PM CST
Notification of site visit or elimination from consideration	February 17, 2025
Site visiting period (in-person) *	February 26 -March 27, 2025
Final notification of grant status for <u>site-visited</u> applicants	May 12, 2025

*Visit the [Texas Women's Foundation website](https://www.texaswomen.org) for details

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ONLINE 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
- Operating Budget
- Number of Full-Time Staff
- Number of Part-Time Staff
- Provide a brief overview of the organization's background, including a succinct history of the organization highlighting how the organization represents & elevates a broad range of voices and perspectives. In addition, include if there have been significant changes in your organization's structure, leadership, or budget. (400 word maximum)

- How does the organization identify and analyze the comprehensive needs of women and/or girls, especially marginalized women and girls which research indicates are removed from access to services, opportunity and representation due to lack of income, transportation or other systemic barriers? (300 words maximum)

- Applicants with a current or historical tie to a faith or religious institution will be considered for funding from the Mrs. H.L. (Ruth Ray) Hunt Memorial Fund.
 - Clearly state the faith institution or affiliate organization with which the tie was established or with whom the current relationship exists
 - A faith component or curricula for the program or organization is not required to meet eligibility
 - Organizations representing all faiths are eligible.
 - For eligibility information, please see our guidelines at www.txwf.org/grants/ under the 'Guidelines and Glossary' tab.

If eligible, please include a brief description of the relationship/historical tie your organization has with a religious or faith institution. (200 words maximum)

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Key Contacts

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

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

Demographic Information

If your organization does not keep records of any of the demographic specifications outlined below, please type a '0' into the respective field and provide additional information in the Comments box at the bottom of the page.

Table A: Clients served by the Proposal

- o All Unduplicated Clients
- o Primary Female Clients (inclusive of transgender or gender non-conforming individuals)
- o Total Eligible Clients – This field is automatically calculated.
- o Percent Eligible Clients – This field is automatically calculated.

Table B: Primary Eligible Clients by Race/Ethnicity

- o Asian/Asian Americans/Pacific Islanders
- o Black/African American/African
- o Hispanic/(Afro)Latino/Latina/Latinx
- o White/Caucasian
- o Other (Native American/American Indian/Indigenous, Multi-Racial or Multi-Ethnic, unknown)
- o Total Race/Ethnicity – This field is automatically calculated and this total should match the total eligible clients from Table A.

Table C: Primary Eligible Clients by Age

- o Girls (0-11)
- o Teens (12-17)
- o Young Adults (18-34)
- o Adults (35-54)
- o Seniors (55+)
- o Total Age Groups - This total should match the total eligible clients from Table A.

Table D: Primary Eligible Clients by County

- o Collin County
- o Dallas County
- o Denton County
- o Tarrant County
- o Surrounding Counties - please list these counties and the number in the comment box below
- o Total Counties - This total should match the total eligible clients from Table A.

Comments - if no comments, please type "N/A"

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Financial

(Please enter to the nearest whole number)

- Date of most recent MONTH End - MM/DD/YYYY
- Cash Amount
- Total Current Assets Amount
- Total Current Liabilities Amount
- Total Unrestricted Assets Amount
- Total Net Assets Amount

- Date of most recent YEAR End
- Total Contributions, Support, Grants, and Revenue Amount
- Investment Earnings Amount
- Other Revenue Amount
- Total Organizational Expenses Amount

- Financial Comments or Explanations (if applicable)

Attachments

Please submit all attachments as .PDF files and label all pages of the attachments with the organization's name (abbreviations are acceptable). Maximum file size: 29MB

1. 501(c)(3) IRS determination letter
2. Most recent IRS Form 990 or Form 990-EZ
3. Names and titles of key staff including diversity demographics for senior leadership
4. Board list and affiliations including diversity demographics
5. Organizational budget for current fiscal year including revenue by source (e.g., foundations individuals, government) AND most current actual vs. budget comparison - multiple files can be uploaded to this section
6. Most current Statement of Financial Position (Balance Sheet)
7. Most current Statement of Financial Activities (Income/Expense Report)

In addition, for Program/Project and Capacity Building Proposals

8. Program/Project budget or Capacity Building budget
9. Program/Project budget – current year budget vs. actual if program/project is currently active

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Grant Proposals

- Amount of Request (maximum grant request per applicant is \$40,000)
- Brief Description of Proposal (150 words maximum)
- Type of Support (i.e., capacity building, general operating or program/project support)
- Please provide a brief timeline for the proposal. (200 words maximum)
- At minimum, please list the top 3 general funders for the purpose outlined in this proposal and their status to date (excluding Texas Women's Foundation)

Goals

The Texas Women's Foundation is interested in the goals for the program/project outlined in the grant request. Goals should relate to the specific proposal. Please only include the top 3 goals.

Goals are:

- *Measurable statements of activities proposed in the grant proposal.*
 - *Specific steps to reach the program/project's definition of success.*
 - *When appropriate, please include a timeframe for the goal to be accomplished. In most cases, baseline data (i.e., the current or starting level) should also be included.*
 - ***For more information, please see our Glossary of Terms.***
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- What are three results/goals you are committed to achieving during the grant period?
(200 words maximum)

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Additional Questions for Program Support Proposals

- Program/Project Title
- Total Program/Project Budget
- What is the remaining dollar amount that needs to be raised for the program at this time? (approximate estimates are acceptable)

- Proposal Narrative (1,000 words maximum)
Program/project grants fund one (1) program at an organization. For this section, please consider the following in the narrative:
 - *How is the program/project designed to support the specific needs of women or girls and what are those needs?*
 - *How is this a data informed & community informed program/project?*
 - *What is the long term or systemic change the program/project seeks to effect?*
 - *Have there been unexpected outcomes or incidences in its most recent history where the program has had to pivot? If so, how would this funding request impact that pivot?*
 - *If funded, what would the grant support?*
 - *In order to fulfill our eligibility requirements, at least 75% of the program's beneficiaries must be women and girls.**Please outline your proposal using the questions above to guide your narrative. Per the grant guidelines, women and girls is inclusive of transgender, gender non-conforming, and nonbinary identities.*

- How does the organization define success for this program? Has the definition of success changed in the past 3-5 years? (400 words maximum)

- Has this program been piloted?
If “Yes” please respond to the following question
What need in the community led to the development of this pilot program? (400 words maximum)

- How long has the program been active?

- Is this program new to North Texas?
If “Yes” Where has this program been active and why is it being introduced to North Texas? (300 words maximum)

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Additional Questions for General Operating Support Proposals

- What is the remaining dollar amount that needs to be raised for operational expenses?
(approximate estimates are acceptable)
- Proposal Narrative (1000 words maximum)
Operating dollars are unrestricted, designed to help organizations run smoothly. Please detail the greatest need(s) this request would support. Needs could include, but are not limited to:
 - *Closing funding gaps (ex: supplies, technology, admin / staff, etc.)*
 - *Supporting the upcoming fiscal year (ex: staff salaries, insurance, etc.)*
 - *Additionally, please identify what the greatest needs are for your organization that funding would alleviate.*
 - *In order to fulfill our eligibility requirements, at least 75% of the organization's beneficiaries must be women and girls.*

Please outline your proposal using the questions above to guide your narrative. Per the guidelines, women and girls is inclusive of transgender, gender non-conforming, and nonbinary identities.
- How have outcomes over the long term aligned with your vision of the organization? (400 words max)

Additional Questions for Capacity Building Proposals

- Program/Project Title
- Capacity Building Budget (approximate estimates are acceptable)
- What is the remaining dollar amount that needs to be raised for this project?
(approximate estimates are acceptable)
- Proposal Narrative (1,000 words maximum)
Capacity building requests are designed to support organizational expansions and/or growth. For this section, please consider the following in your narrative:
 - *How will the growth of capacity allow the organization to better support women and girls? (ex: touch new communities, new demographics, more in-depth services, etc.)*
 - *How is the capacity building geared to support the specific needs of women and girls?*
 - *What were the limits, barriers, or gaps in services that precipitated the organization's desire to grow capacity?*
 - *Have there been unexpected outcomes or places the organization has had to pivot or adjust throughout its history?*
 - *Eligibility includes that 75% of the organization's beneficiaries are women and girls.*

Please outline your proposal using the questions above to guide your narrative. Per the guidelines, women and girls is inclusive of transgender, gender non-conforming, and nonbinary identities.

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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/grants/). Detailed instructions are listed below.

Due to an updated portal experience, a new username and password will need to be created this year to access the application, regardless of whether a login was created through us in previous years.

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. Enter your preferred email address. You will receive a confirmation code from Blackbaud at noreply@blackbaud.com in your inbox.
5. Enter the code and then create a password and enter your first and last name. Ensure your password fulfills the prerequisites listed and is something you can remember.
6. Submit your information. The page will refresh, and you can begin your application by selecting "Start New Application".

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 "Access Application" link on the Grants page (txwf.org/grants/) or click here: <https://bbgm-apply.yourcausegrants.com/apply/programs/bd071dd2-2223-4895-bdaa-9f84f5b77760>
3. Enter your account email address and password. Once completed, you will be automatically brought to the application.
4. Add information to the application. The application autosaves throughout your use.
5. Once logged out of the system, click the application link from step 2 to continue.

Steps to access a **SAVED** application.

1. Click on the "Access Application" button on the Texas Women's Foundation website (txwf.org/grants/).
2. On the first page, there will be a window that reads "You have _ application(s) that have not been submitted. Click edit, view all my applications, or start a new application".
3. Select the "Edit" button next to the appropriate application to continue working on it.
4. **Please note: if you select "Start New Application", you will create a new application!**

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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 cloud icon or drag documents from your folders into the fields to upload them.
2. Files can also be removed if an incorrect file is attached by clicking the red X.
3. Each file must be individually uploaded and attached. Only pdf files will be accepted.

Submitting an online application from the “Attachments + Submission” tab

1. Before submitting, please 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 field acknowledging that the organization’s approving official certifies that the application is complete and is approved.
4. Print/save a hard copy of the application selecting the “Download” button in the top right hand corner of the page.
5. Click the “Submit” button located at the bottom of the page.
6. Applications must be submitted prior to due date and time to be considered by Texas Women’s Foundation.
7. A confirmation message will be displayed once the application is submitted.
8. An email from Texas Women’s Foundation at the email address noreply@yourcause.com will be sent to the user to confirm receipt of submission.
9. All applications and their progress are viewable by logging into your account and clicking on the “Applications” button on the upper left corner of the screen.

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FREQUENTLY ASKED QUESTIONS

How do I determine if my organization is eligible for funding?

Eligibility and ineligibility criteria for an organization 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, 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.

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I saved my application to finish later. How do I access the new application?

Head to the Texas Women's Foundation grants page at www.txwf.org/grants/ and select the "Access Application" button. Use your email and password to log in.

On the first page, there will be a paragraph that reads "*You have _ application(s) that has not been submitted. Click edit, view all my applications, or start a new application*". Click the 'Edit' button next to the appropriate application to continue working on your in-progress application.

For further assistance, please refer to page 8 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.