

Field of Interest Grant Cycle

Community Foundation of Abilene

Project Name*

Name of Project

Character Limit: 100

Project Description*

Brief Description of Project

Character Limit: 2000

Amount Requested*

Amount Requested

Character Limit: 20

Applicable Field of Interest*

Choices

Celebration of Life

Humane Treatment of Animals

Mental Health

Proposal Narrative

Need Statement*

Please describe the need to be addressed by a grant.

Character Limit: 3000

Project Details*

Please describe the project/program and how it will address the need.

Character Limit: 3000

Qualifications*

Please describe your organization's qualifications to address the issue.

Character Limit: 2500

Collaboration

If the project/program is a collaborative one, please describe the contribution of all parties.

Character Limit: 2500

Timeline*

What is the timeline for the proposed project/program?

Character Limit: 2500

Evaluation*

How will you evaluate the project/program and the outcomes that are expected?

Character Limit: 2500

Continuation

What are your plans for continuation of the project/program, if applicable?

Character Limit: 2500

Sustainability*

How will the project/program be sustained if full funding is not received? What modifications will be made to the program or services being delivered?

Character Limit: 2500

Project Budget

Project Budget*

Please fill out the attached budget.

File Size Limit: 2 MB

Bid Documentation

Competitive Bids*

If your request includes the purchase of large equipment, supplies exceeding \$1,000 in costs, or contract services that exceed \$1,000 in costs, please use the space below to upload bid documentation. The grant committee wants to see that your organization has considered multiple vendors and will be a wise steward of grant funds, if awarded.

Does your request include funds to support any of the needs listed above?

Choices

Yes: if yes, proceed to file upload (bid worksheet) below

No: if no, skip to Financial Report Form

Bid Worksheet

If yes to the question above, please complete the competitive bid document. The Excel spreadsheet offers an example template on the second tab. Please remove the example tab before uploading.

Please note, in certain circumstances, copies of the actual bids may be required.

File Size Limit: 4 MB

Financial Report Form

Financial Report*

Please fill out the attached Financial Report Form.

File Size Limit: 2 MB

Balance Sheet

Balance Sheet*

Please complete the attached Balance Sheet. Refer to the glossary for instructions.

File Size Limit: 1 MB

Attachments

Board of Directors*

Please upload a listing of your Board of Directors.

File Size Limit: 1 MB

Staff Members*

Please upload a list of your salaried staff members.

File Size Limit: 1 MB

Financial Statement*

Please upload your most recent annual financial statement, and one that is independently audited, if available.

File Size Limit: 11 MB

Tax Status*

Please attach your IRS 501 (c) (3) Tax Determination Letter.

File Size Limit: 1 MB

Project Budget

	Amount Requested from CFA	Total Project Expenses
Salaries		
Contract Services		
Travel		
Equipment (Complete Bid Form)		
Supplies		
Printing and Copying		
Postage and Delivery		
Marketing		
In-Kind		
Other (specify)		
TOTAL PROJECT EXPENSES	\$ _____ - A	\$ _____ - B
	A/B = Percentage of Total Project	<u>(formula will auto calculate)</u>
Additional funding sources (if applicable):		
Funding Source		Amount Contributed/Status
_____		_____
Funding Source		Amount Contributed/Status
_____		_____
Funding Source		Amount Contributed/Status
_____		_____

Financial Report

Please provide the fiscal year this budget covers:

(This is the operating budget for the organization or the organization under which an entity operates. THIS FINANCIAL REPORT FORM IS NOT THE PROJECT BUDGET).

REVENUE: Include the total budgeted amount for each of the following categories of your total operating budget for the fiscal year when the project will take place.

Grants/Contracts/Contributions

Local Government	\$0
State Government	\$0
Federal Government	\$0
Foundations (itemize)	

\$0

\$0

\$0

\$0

Corporations

\$0

\$0

\$0

\$0

\$0

Individuals

\$0

Other (specify)

\$0

\$0

\$0

Earned Income

Events (net)	\$0
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Publications/Products	\$0
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Tickets sales	\$0
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Membership Income \$0

Other (specify)

\$0

\$0

TOTAL REVENUES \$0

Competitive Bids

If your request includes the purchase of large equipment, supplies exceeding \$1,000 in costs, or contract services that exceed \$1,000 in costs, please use the space below to upload competitive bids.

EXAMPLE FORM

Equipment, Item, or Contract Service	Vendor #1	Vendor #2	Vendor #3
Installation of outdoor security lighting	Abilene Electric	A1 Electric	Big Tex Electric
	\$1,200.00	\$1,000.00	\$900.00
Landscaping services (includes 4 trees, 8 shrubs, and installation)	Green Thumb	Lawn Man	Abilene Landscapes
	\$1,000.00	\$1,400.00	\$800.00
Supplies:	Lowes	Home Depot	WalMart
Lawnmower	\$249.99	\$249.98	\$289.99
Hedge Trimmer	\$79.99	\$84.98	\$74.00
Garden Hoses (75 feet)	\$34.99	\$34.98	\$34.00
Garden Shed (10x10), assembly required	\$659.99	\$479.99	\$464.99
Mulch (2 cubic feet), need 20 bags	\$59.60	\$49.80	\$43.80

Any comments:

While A1 Electric is not the cheapest vendor, they have agreed to do the installation before the spring party. The other vendors could not get to the project before year end.

Balance Sheet

ASSETS

Current Assets:

Checking/Savings/C.D.s (please list)

\$0

\$0

\$0

\$0

\$0

Accounts Receivable

\$0

Prepaid Expense

\$0

Total Current Assets

\$0

Fixed Assets

\$0

Less Accumulated Depreciation

\$0

Total Net Fixed Assets

\$0

Other Assets

\$0

TOTAL ASSETS

(A)

\$0

LIABILITIES AND EQUITY

Liabilities (Loans, Accounts Payable)

\$0

Net Assets (Permanently Restricted Net Assets,

\$0

Temporarily Restricted Net Assets, Unrestricted
Net Assets)

TOTAL LIABILITIES AND EQUITY ("A" needs to equal "B")

(B)

\$0

Glossary:

Balance Sheet: represents and displays all of an organization's financial assets, liabilities, and net assets at a snapshot in time, usually at the end of an accounting period (month, quarter, year), and conforms to the following equation: assets = liabilities + net assets.

Assets: everything of value that an organization owns. It can include both tangible and intangible property, such as cash, stock, inventories, real estate, furniture and equipment, property rights, accounts receivable, or goodwill.

Fixed Assets: tangible property with a long-term useful life, such as land, land improvements, buildings, building equipment, movable equipment, furniture, leasehold improvements, or capitalized leases.

Liabilities: everything an organization owes, the sum of its debts and obligations.

Net Assets: the difference between an organization's assets (what it owns) and its liabilities (what it owes). It is the accumulation of all the organization's financial surpluses since it came into existence (the equivalent of retained earnings on a for-profit balance sheet). Assets can be unrestricted as to their use or time of use. Or they may be restricted assets, as when a donor puts limits on their use. The restriction can either be temporary (if the restriction can be met either with the passage of time or by the purpose fulfilled), or permanent (if the restriction never expires and cannot be removed).

Field of Interest Grant Cycle

Community Foundation of Abilene

Project Name*

Character Limit: 100

Project Description

Character Limit: 2000

Target Population

Please indicate the group which best describes those to be served.

Character Limit: 100

Choices

- Adults
- Children and Youth
- Disabled
- Elderly
- Elderly and Disabled
- General Public
- Homeless
- Other

Applicable Field of Interest

Choices

- Celebration of Life
- Humane Treatment of Animals
- Mental Health

Amount Requested

Amount Requested

Character Limit: 20

Grant Number

Grant Number

Character Limit: 100

Description/Results

Describe how the grant addressed a need, a problem, or increased the organization's capacity to deliver services.*

Character Limit: 2000

Discuss the major objectives of this grant and how they were met.*

Character Limit: 2000

Explain any objectives that were not met.*

Character Limit: 2000

Describe how you measured the success of the program (e.g. numbers served, outcomes, community indicators, etc.).*

Character Limit: 2000

What difference did this grant make in the community and the population you are serving?*

Character Limit: 2000

If this project was undertaken in partnership with other community organizations, what were the opportunities and challenges of working this way?*

Character Limit: 2000

Future Plans

What is your plan for continuing, improving, expanding or terminating this program/project? (If continuing, how will it be funded?)*

Character Limit: 2000

Are there any components that could be improved through increased collaboration with other groups or organizations?*

Character Limit: 2000

Financials

Were there any major changes in the grant funds from what was originally proposed? If so, please explain.*

Character Limit: 2000

Please attach all receipts for project expenditures. Please attach them as one file by using the Fax to File feature, if necessary.

Character Limit: 1000 | File Size Limit: 12 MB

Public Relations

Please include one or two anecdotes about how the project has affected the lives of individuals or made an impact in the community, if appropriate.

Character Limit: 2000

Please attach articles publicizing your grant. Please attach as one file using the Fax to File feature, if necessary.

File Size Limit: 6 MB

Please submit photos that capture the essence of the grant as one file.

Character Limit: 1000 | File Size Limit: 7 MB

Please write a short post describing the impact or outcome of your project. We would like to share this information via CFA social media and e-communication outlets.

Character Limit: 250

Grant Process

Building strong relationships with grantees is important to the Community Foundation of Abilene (CFA). Our goal is to be fair, respectful, and supportive of applicants and grantees during the application process. We also intend to further the ability of organizations like yours to meet the needs of our community.

We appreciate the opportunity to partner with you on this project and hope your organization and your constituents have benefitted. In an effort to improve our effectiveness, we would appreciate any feedback on your experiences with the CFA.

Please provide any recommendations you have to improve the CFA grant process.

Character Limit: 2000

What did you appreciate or enjoy most about the CFA grant process?

Character Limit: 2000

If applicable, please feel free to offer other comments or suggestions for the CFA, outside of the grant process.

Character Limit: 2000