



## Grant Application Summary

- **ELIGIBILITY QUIZ**

- Have you applied for a grant from the Mary E. Bivins Foundation within the last 12 months?
- Is your organization a 501(c)(3) nonprofit organization as defined in Section 509(a)(1) or Section 509(a)(2) in the Internal Revenue Code OR a political subdivision?
- Will your project use grant funds within and for the benefit of the residents and communities of the top 26 counties of the Texas Panhandle?
- Is any part of the funding earmarked to benefit a particular individual or family?
- What type of project are you seeking funding for?

- **ORGANIZATION INFORMATION**

- Organization legal name
- Organization DBA or AKA
- Date organization was founded
- Organization's NTEE classification
- Physical address
- Mailing address
- Organization contact information (phone number, website)
- Organization's fiscal year end
- Organization's current annual operating budget
- # of full-time staff, # of part-time staff, and # of volunteers
- Does your organization require board members to make a meaningful financial contribution to your organization according to their ability? If so, what percentage has made a contribution during this current physical year? What percentage of Board members volunteer time and/or services to the organization – beyond attending board meetings?

- **CONTACT INFORMATION**

- Primary Contact - Name, title, email, phone number
- Executive Director contact information – if different than primary contact

- **FINANCIAL INFORMATION**

- Complete the last 3 years financial information using your most recent fiscal year end numbers, IRS 990 or Audit. Indicate in the "Financial Type & Date" field which source you are using and fiscal year end date. (Year 1: Income, Expense, Excess/Deficit, & Net Assets / Year 2: same info / Year 3: same info)
- Indicate the **percentage** of your organization's funding sources from the most recent IRS 990 or Audit: Religious Organizations, Civic Clubs, Corporate/Business Donors, Individual Donors, Foundations, Special events (net earnings), Endowment Income, Fees/ earned income Government grants, Government contracts, United Way, In-Kind Contributions, other



- Reserves: Does your organization have reserves? If yes, list the value as of the most recent 990 or audit. Please describe any financial restrictions on reserves and provide additional information that may be helpful to understand how the organization handles reserves.
- Endowment: Does your organization have an endowment? If yes, list the value as of the most recent 990 or audit. Where is the endowment(s) managed or held? Is it restricted, and if so, for what purpose(s)?

- **PROPOSAL**

- Project title
- One sentence purpose statement
- Brief purpose of the funding request
- Project start and end date
- Amount requested from the Mary E. Bivins Foundation (MEBF) and total project budget
- Classify grant, if awarded, as to type of support (i.e. Capital, Endowment, General Operating, Scholarship, Program or project)
- Classify grant, if awarded, as to purpose (e.g. Animal related; Arts, Culture, & Humanities; Crime (Legal related); Educational; Environmental; Food, Agriculture, & Nutrition; Health Care; Housing & Shelter; Human Services; Mental Health; Recreation & Sports; etc.)
- How will this program/project be sustained in subsequent years if the MEBF awards the requested funding?
- How will the program/project be impacted if your funding request is denied by the MEBF?
- **Project demographic information**
  - What is the estimated number of individuals that would benefit from this program/project?
    - Please provide additional information about the number of individuals that would benefit from this project. (i.e. unduplicated or duplicated, per what time frame (month, year, lifetime), and any other information needed to understand the number
  - Which age groups will be served by this project?
  - Which ethnicities/races will be served by this project?
  - Which of the top 26 counties of the Texas Panhandle will benefit?
  - Which population group will be served by or benefit from this project?
  - What genders will be served by this project?
- Has the organization ever received a grant from the Mary E. Bivins Foundation?
- Do you have a long-range (3-5 year) fundraising plan? If yes, please describe.

- **NARRATIVE**

- **Organizational background:** Provide 1) the organization's mission statement 2) a brief description of your organization's history 3) a list of major programs or activities 4) clients served 5) significant accomplishments of the organization and staff. (Word limit = 2,000)



- **Project description:** Provide 1) a detailed overview of the program or project for which you are requesting funding 2) a description of its relevance to the priorities and mission of the Mary E. Bivins Foundation. (Word limit = 2,000)
- **Problem or needs statement:** Provide a well-documented description of the problem or need that this program will address and its significance to the community. (Word limit = 2,000)
- **Goals and objectives:** Define the intended impact of the project for which you are requesting funding. Provide the goals of the project and provide a set of SMART (specific, measurable, achievable, realistic, and time-bound) objectives for each goal. Detail how you will evaluate whether or not the intended impact has been achieved. Evaluation plans should link directly to the SMART objectives and, if applicable, include methodology for collecting data as well as how evaluation results will be reported. (Word limit = 2,000)
- **Methods:** Provide 1) a plan of action or the sequence of activities to be carried out 2) a project timeline 3) project administration and management activities 4) a list of key personnel involved with the project 5) staff/volunteer qualifications and responsibilities. (Word limit = 2,000)
- **Collaboration:** Include a list of all similar programs or agencies in the Panhandle and an explanation of how your organization/program differs. Define all efforts that have and will be made to work together. If the project is a collaboration, list all project partners and describe their roles. (Word limit = 2,000)
- **Vision:** What would a successful program/project look like to you? (Word limit = 1,000)
- **AUTHORIZATION**
  - Two electronic signatures are required: Executive Director and Board Chair
- **ATTACHMENTS**
  1. IRS Letter of Determination for nonprofit or governmental information letter for public/government agencies.
  2. Most recent IRS Form 990.
  3. Project Budget (includes forecasted income and expense; identifies the amount and source of money raised to date; and other funding sources you intend to seek)
  4. Current fiscal year organization operating budget (includes revenues and expenses).
  5. Proposed organization operating budget(s) - for fiscal years related to the request, if available.
  6. Year-to-date financial statements (includes statement of activities (or income/expense statement) AND statement of financial position (or balance sheet)).
  7. Governing body list - with board members' roles
  8. Organization chart (include hierarchy of governing body as it relates to overall organizational structure).
  9. Most recent audit as prepared by an independent CPA, if applicable.
  10. Evidence of Partnership/Collaboration - such as letters of commitment, support, etc., if applicable.