

# THE MEADOWS FOUNDATION

## GRANT APPLICATION

While no standard application form is required for applying for a grant from The Meadows Foundation, this *optional* form includes all the information requested in the Grant Application Guidelines. You may download this form, fill in the appropriate information using your own word processing software, and submit it through email or U.S. Mail to the address given at the end of this document. As a reminder, The Meadows Foundation can distribute grants only to qualified public entities or 501(c)(3) charities.

<b>Contact Name &amp; Title:</b>	
<b>Organization Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>E-mail address:</b>	
<b>Website address:</b>	

- 1. Organization Information:** (Please include a brief history of the organization, its current focus, current programs, and recent accomplishments.)
- 2. Current Financial Information:** (Please include a copy of the latest verification of tax-exempt status from the Internal Revenue Service and certified audit for the previous three years [if a young agency, include last year's financial statement and the most recently filed IRS Form 990].)
- 3. Current Operating Budget and Year-to-Date Financial Statements:** (The table below is provided as a template that you are encouraged to use to submit your operating budget data. Expense and revenue categories should be entered along with corresponding dollar amounts for each. Please include fiscal year information [e.g., 7/1/2011 – 6/30/2012]. To add additional rows to the table highlight one row of the table, right-click on your mouse and select "Insert." Similarly, to add additional columns, highlight one column of the table, right-click on your mouse and select "Insert." The operating budget can also be submitted separately in an excel file. See Attachments A through D for budget examples.)

	Fiscal Year
<b>Expense Categories</b>	<b>Amount</b>
<b>Total Expenses</b>	
<b>Revenue Categories*</b>	<b>Amount</b>
<b>Total Revenues</b>	

\*When listing foundation gifts, please list each gift as a separate revenue line.

4. **Market and Customers:** (Please include current population served including socio-economic status, ethnicity, gender, age, and geographic location.)
5. **Description of the Proposed Program:** (Please include a statement of need for the program and a description of how it will address that need.)
6. **Targets and Outcomes:** (Please include who will be served and what specific results are expected from the proposed activities and within what stated time period.)
7. **Key Individuals:** (Please provide a list of directors and corporate officers including profession, ethnicity and gender, and names and qualifications of key staff involved with the proposed project.)
8. **Specific Dollar Amount Requested from the Foundation and Date Payment is Needed:**
9. **Project Budget:** (Please include a project line item budget including income and expenses. The table below is provided as a template that you are encouraged to use to submit your project budget data. Expense and revenue categories should be entered, along with corresponding dollar amounts for each. Please include fiscal year information [e.g., 7/1/2010 – 6/30/2011]. To add additional rows to the table highlight one row of the table, right-click on your mouse and select "Insert." Similarly, to add additional columns, highlight one column of the table, right-click on your mouse and select "Insert." The Project budget can also be submitted separately in an excel file. See Attachments A through D for budget examples.)

	Fiscal Year
<b>Expense Categories</b>	<b>Amount</b>
<b>Total Expenses</b>	
<b>Revenue Categories*</b>	<b>Amount</b>
<b>Total Revenues</b>	

\*When listing foundation gifts, please list each gift as a separate revenue line.

10. **List All Entities Asked to Give Financial Support for the Proposed Project:** (Please include their responses to date and dollar amount committed.)
11. **Plans to Support the Project After the Grant Period:** (Please include projected income sources.)
12. **Plan to Evaluate the Project:** (Please include current or baseline levels, if available, and measurable, time-specific goals, a description of information to be collected to measure progress, and how that information will be collected.) Evaluation guidelines, sample goals and sample measures for different types of programs are available under the Grants menu at [www.mfi.org](http://www.mfi.org).
13. **Please email the grant application and additional documentation to [grants3003@mfi.org](mailto:grants3003@mfi.org) or mail to:**

**Grants Administration Department**  
**The Meadows Foundation**  
**3003 Swiss Avenue**  
**Dallas, Texas 75204-6090**  
**214-826-9431, (1-800-826-9431 outside the Dallas area)**  
**214-827-7042 (fax)**  
[www.mfi.org](http://www.mfi.org)

## Attachment A

### SAMPLE EMERGENCY OPERATING BUDGET

January 1st – December 31st

This is an example of a project budget for an agency that has experienced decreasing revenues and is facing a deficit at the end of their fiscal year.

<b>Expenses</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Projected</b>
Salaries and Benefits	\$1,568,570	\$1,367,671	\$894,097	\$821,598
Occupancy	253,040	178,648	94,366	88,070
Program Expenses	211,882	175,491	116,563	143,041
Administrative Expenses	133,969	160,042	105,340	95,146
Insurance	43,968	39,826	36,054	36,804
Interest Expense	15,870	17,278	35,070	34,445
Equipment	11,693	11,738	13,256	12,356
Bad Debt	<u>8,701</u>	<u>5,511</u>	<u>-0-</u>	<u>-0-</u>
<b>Total Expenses</b>	<b>\$2,247,693</b>	<b>\$1,956,205</b>	<b>\$1,294,746</b>	<b>\$1,231,460</b>
<b>Revenues</b>				
Government Grants	\$946,722	\$746,929	\$265,666	\$312,088
Program Service Fees	683,469	624,547	319,038	338,438
United Way	231,944	286,739	205,230	205,300
ABC Foundation	100,000	9,000	70,000	50,000
DEF Foundation	86,000	50,000	7,500	75,000
Special Events	133,593	62,357	173,084	173,084
Individuals	62,229	45,317	43,000	77,550
Interest and Misc.	<u>38,328</u>	<u>20,923</u>	<u>-0-</u>	<u>-0-</u>
<b>Total Revenues</b>	<b>\$2,282,285</b>	<b>\$1,845,812</b>	<b>\$1,083,518</b>	<b>\$1,231,460</b>
<b>Surplus (Deficit)</b>	<b>34,592</b>	<b>-110,393</b>	<b>-211,228</b>	<b>0</b>

## Attachment B

### SAMPLE CONSTRUCTION BUDGET

This is an example of a project budget for an agency that proposes to construct a new facility in which to expand their programming.

#### Expenses

##### Hard Construction Costs (8,000 SF @ \$97/SF)

Foundation	\$145,250
Drywall	145,250
Flooring	145,250
Roofing	145,250
Plumbing	20,000
Electrical	60,000
Fixtures, Furnishings and Equipment	50,000
HVAC	27,000
Landscaping	19,000
Site Work	<u>18,000</u>

Sub-total Hard Costs \$775,000

##### Land Acquisition

75,000

##### Soft Construction Costs

Architect and Engineers	31,000
Fees	<u>4,000</u>

Sub-total Soft Construction Costs \$35,000

##### Contingency

10,000

**Total Expenses** **\$895,000**

#### Revenues

Individual Contributions	\$295,000
ABC Foundation	125,000
Government Grant	75,000
Corporate Donations	75,000
DEF Foundation	65,000
Other Foundations	55,000
XYZ Corporation (in-kind)	25,000
Other Corporate Donations	25,000
Fundraising Events	15,000
ABC Corporation	10,000
XYZ Foundation (pending)	30,000
To Be Raised	<u>100,000</u>

**Total Revenues** **\$895,000**

- Hard construction costs include any costs that cannot be physically moved, in other words site work, renovations or construction work, plumbing, electrical, landscaping, parking lot, demolition, flooring, roofing, HVAC, wiring, fire and security alarms, playgrounds, fixtures, appliances, etc.
- Soft construction costs include fees, surveys, permits, architect and engineer fees, etc.

## Attachment C

<b>SAMPLE PROJECT BUDGET</b>	
January 1, 2011 – December 31, 2011	
This is an example of a project budget for an agency that is initiating a new program.	
<b>Expenses</b>	
Program Coordinator	\$30,000
Program Director	40,000
Benefits	18,000
Volunteer & Staff Training	12,000
Travel & Meals	8,000
Supplies	5,000
Operating Costs	<u>7,000</u>
<b>Total Expenses</b>	<b>\$120,000</b>
<b>Revenues</b>	
Government Funding	\$20,000
Special Events and Other Fundraising	15,000
XYZ Foundation	25,000
ABC Corporation	15,000
DEF Foundation	17,000
Donations	8,000
To Be Raised	<u>20,000</u>
<b>Total Revenues</b>	<b>\$120,000</b>

## Attachment D

### SAMPLE PROGRAM EXPANSION BUDGET

September 1st – August 31st

This is an example of a project budget for an agency that proposes to expand programming to meet an increasing demand for services. The budget details the proposed new expenses within the agency's larger operating budget.

Expenses	2010-2011	2011-2012
Salaries and Expenses	\$459,093	\$472,866
Program Expenses	167,294	175,659
Fundraising Expenses	61,899	62,827
Administrative Expenses	51,564	52,595
<b>Program Expansion Expenses</b>		
New Staff - Outreach Director Salary and Benefits	\$44,144	\$45,468
New Staff - Case Manager Salary and Benefits	32,130	33,094
Other New Program Expenses	<u>22,331</u>	<u>23,448</u>
Sub-Total Expansion Expenses	<u>98,605</u>	<u>102,010</u>
<b>Total Expenses</b>	<b>\$838,455</b>	<b>\$865,957</b>
<b>Revenues</b>		
Government Funding	\$418,339	\$430,061
Fee for Service Revenues	83,000	85,000
Special Events and Other Fundraising	80,000	80,000
Individual and Corporate Contributions	70,000	70,000
XYZ Foundation	33,916	33,916
ABC Corporation	28,095	30,000
Other Foundation Grants	24,000	31,149
Interest Income	2,596	3,000
<b>Program Expansion Revenues</b>		
ABC Foundation	\$50,981	\$50,981
Fees for Service	10,350	17,850
DEF Foundation	37,178	-0-
To Be Raised	<u>-0-</u>	<u>34,000</u>
Sub-Total Program Expansion Revenues	<u>98,509</u>	<u>102,831</u>
<b>Total Revenues</b>	<b>\$838,455</b>	<b>\$865,957</b>

