

Online Application Tips

- Please have your **Employer Identification Number (EIN)/Tax ID#** at hand prior to beginning the online application.
- A “Welcome Grant Seeker” email from Dallas Women’s Foundation will automatically be sent to the originating email address used when starting the application. The email will include a link specifically for your application and will also include your password. The link included in the email is the link you will use to return to your application once it is begun and saved. Do not delete the “Welcome Grant Seeker” email.
- Each application is assigned to one e-mail address. Use the **same e-mail address** each time you return to an application, otherwise you will be starting a new application with each new e-mail address used. If additional persons are also working on the application, please share the account information received in your “Welcome Grant Seeker” email with them so that a new application is not started each time someone new signs-in.
- Returning to the Dallas Women’s Foundation website and trying to use the link on the website to retrieve saved applications will only initiate new applications and not return you to the saved application already begun.
- You are able to **cut and paste** into the online application text boxes for ease of completion. It may be easier to compose answers to some questions offline and then cut and paste them in.
- Note that text boxes will not automatically expand to show information as it is entered into them, but they will accommodate text which is typed in or cut and pasted into the box. You can always select the “Printer Friendly Version” option at the top of each page if you want a hard copy of your data entry.
- Once you have begun your online application, you may choose the option to **“SAVE AND FINISH LATER”**. You can access the application you have started by using the **e-mail link** you will receive at the originating e-mail address when you begin the process; otherwise, you will lose your work and have to begin a new application each time.
- Once an online application is submitted it cannot be retrieved for further editing or to add attachments. Dallas Women’s Foundation staff is not able to retrieve an application if it is submitted in error and a new application will need to be started.
- Please have all attachments (as listed below) available for uploading into the online application before you **“SUBMIT”** the completed application. It is helpful to have these on hand prior to beginning the online process.
- Please be sure to upload all attachments prior to submitting the application. If attachments are not included or the wrong attachment is uploaded in error, the application will be deemed incomplete and will not be considered.
- Download the one appropriate *Demographic Information Form* for your request at www.dallaswomensfoundation.org

Complete the *Demographic Information Form* and save with your organization's name (Nonprofit XYZ Demographic Information Form) onto your computer.

Once the *Demographic Information Form* is saved on your computer, use the "BROWSE" feature to upload it as an attachment.

Application Overview

This information below gives an overview of the questions you will be asked to complete in the online application:

Eligibility Quiz – questions related to the eligibility requirements noted in the Guidelines.

Cover Page – general information on the organization, contact information, etc.

Request Summary – Request amount, type of support, organization mission (100 word limit), brief request description (75 word limit), organization's history and leadership.

Request Narrative – Operating – *for operating requests only*

- **Commitment:** Explain the issues your organization is designed to address and how that issue is central to the real life concerns of women and girls; what is the organization doing to address those conditions?
- **Strengths and Weaknesses:** What are the organization's strengths? What are the organization's weaknesses? How does the organization collaborate with other organizations in the community to provide services?
- **Organization Clients:** Who is the direct recipient of the organization's services? How are the direct recipients recruited, referred, selected? Who is the indirect recipient of the organization's services?
- **Results:** What are the organization's goals for the direct recipients of its programs? How does the organization determine whether those goals are being met? Why does the organization believe its services help its clients attain those goals? What evaluation methods does the organization use? How long have those evaluation methods been used? Provide an overview of historical success in programming including any available metrics.

Request Narrative – Programming – *for programming requests only*

- **Program Design:** What does the program view as conditions that adversely affect women and girls? How does the program address those conditions? Provide an overview of the program design including a timeline. Is the program a new or an existing program? If it is an existing program, how long has the program been offered? How does the program address the real life concerns of women and girls (i.e. is transportation provided to remove access barriers. etc)? What are the program's strengths? What are the program's weaknesses? How does the program collaborate with other programs in the community to provide access?
- **Program Clients:** Who is the direct recipient of the program's services? How are the direct recipients recruited, referred, selected? Who is the indirect recipient of the program's services?
- **Results:** What are the program's goals for the direct recipients of its services? How does the program determine whether those goals are being met? Why does the program believe its services help its clients attain those goals? What evaluation methods does the organization use

to know its program is successful? How long have those evaluation methods been used?
Provide an overview of historical success for the program including any available metrics.

Other Funding Sources – Listing of other sources that would be funding this request in addition to Dallas Women’s Foundation (include source name, amount and status of funding as “applied,” “committed,” or “received.”). Please list only your top six sources of funding for the request.

If Dallas Women’s Foundation is identified as the sole source of funding sought, please elaborate in the narrative portion of the proposal on why Dallas Women’s Foundation is considered to be the only option.

Attachments

IRS Documentation

- A. IRS determination letter documenting your organization's 501(c)(3) nonprofit status.

Financial Reports

- Financial statements must clearly include the organization's name on the document.
- All attachments must be clearly labeled and received by the due date for the entire application to be considered complete. An incomplete application will not be considered for funding.
- All spreadsheets must be formatted for printing and include the organization's name on each page.
- If a required attachment is not included, use a place marker with explanation on status of the document (i.e. I - The audited fiscal 2010 financial statements are not yet available, we have instead included unaudited financial statements for fiscal 2010).
- Please feel free to direct us to GuideStar, DonorBridge or your organization's website if one of these documents, for the correct time period, is available online.

Fiscal Year (FY) 2012 Information

If your fiscal year begins in January 2012 please submit only items B&D.

- B. Organization's annual budget for fiscal year 2012 - for all requests
C. Organization's year-to-date actual vs. budget for fiscal year 2012 - for all requests
D. Program's annual budget for fiscal year 2012 - for program requests only
E. Program's year-to-date actual results vs. budget for fiscal year 2012 - for program requests only

Fiscal Year (FY) 2011 Information

If your fiscal year ends in December 2011, preliminary initial drafts of financials are acceptable.

- F. Organization's actual vs. budget for fiscal year 2011 - all requests
G. Organization's Statement of Financial Position (Balance Sheet) as of the end of fiscal year 2011 - all requests
H. Program actual results vs. budget for fiscal year 2011 - for program requests only

Fiscal Year (FY) 2010 Information

- I. Organization's audited financial statements for fiscal year 2010 - all requests
(If audited financials are not available, submit unaudited financial statements including a Statement of Financial Position and a Statement of Activities.)
J. Variance comparison of the organization's fiscal year 2010 actual vs. budgeted revenues and expenses - all requests

- K. Variance comparison of your program's fiscal year 2010 actual versus budgeted revenues and expenses - for program requests only
- L. Most recently filed IRS Form 990 - all requests

Other Organizational Information

- M. List of Board of Trustees/Directors.
- N. Minutes of last two board meetings (including attendance information).

Demographic Information

- O. Demographic Information Form - submit only one of the following forms
 - If requesting operating funds, only submit the Operating Demographic Information Form
 - If requesting program funding, only submit an Program Demographic Information Form

These forms are available on the Dallas Women's Foundation website at:

www.dallaswomensfoundation.org

How to Upload Documents:

1. Select the document type from the pull down box below.
2. Click the "Browse" button
3. Browse to the location of the document on your computer
4. Highlight the document, and click 'Open' or 'OK'
5. Click the Upload button
6. Repeat the process for each document

If you do not have documentation prepared at this point, click **SAVE AND FINISH LATER** button to hold the application until you have completed the appropriate forms.

You cannot **SUBMIT** the application and return to add attachments later.

A placeholder can be created as a WORD document, saved to your work computer with a name you create for it and then uploaded as documented in the steps above.