

2026 Fall Community Grant Cycle

Community Foundation of Abilene

Eligibility

Geographic Restriction*

Community Foundation of Abilene Community Grants are restricted to support projects/programs serving populations in Abilene and Taylor County, Texas.

Can this grant be restricted to serving the required population?

Choices

Yes

No

Applications will be considered ineligible if incomplete, or if required documentation is not provided. Please be sure your organization will be able to provide the required information and documents prior to completing the application.

If you have questions about how to complete the application, please start by checking out [this video tutorial](#).

Ineligible

Community Foundation of Abilene Community Grants are restricted to support projects/programs serving populations in Abilene and Taylor County, Texas.

Organizations unable to restrict grant funds to serve the required population are not eligible to apply for this grant. Thank you for your interest.

Grant Request Summary

Project/Program Name*

Use this space to title your funding request. For example, you may title this request "Operational Needs" or if making a program request, "ABC Program Support."

Character Limit: 100

Amount requested from CFA*

Requests should range from \$5,000 to \$35,000

Occasional **capital** requests of up to \$50,000 may be considered.

Any capital request over \$35,000 will require an applicant interview with the CFA grants team prior to application submittal. Contact Kassidy Nygaard at 325-676-3883 or

knygaard@cfabilene.org if this applies to your request.

If you are unsure if your grant request qualifies as a capital project, please see funding type explanations in the "Type of Funding" section below.

Please request an even dollar amount. No decimals please.

Character Limit: 20

Applicants are required to submit additional information based on the amount and/or the type of funding requested. The additional application questions will populate based on your responses.

Capital requests of \$5,000 and above:

- Capital Budget Information
- Property Ownership
- Fundraising Status
- Supporting Documents (optional)

\$10,000 and above (all request types):

- Partial Funding Contingency
- Impact Story
- Board Engagement
- Financial Audit or 990

-Requests over \$35,000 will be considered only for capital requests, after applicant interview with CFA staff, as noted above.

Total amount of funding required for the project/program*

Character Limit: 20

Type of Funding*

Please select the most appropriate description for the funding request.

Seed funding for Pilot Program – early-stage support for new initiatives or programs that have demonstrated success elsewhere and are now being adapted or replicated locally.

Project or Programmatic Support – an existing project/program within your organization. This can include salary support for program staff.

Capacity Building – enhancing the quality of services, expanding reach, improving operations, or increasing long-term stability. Examples of capacity building include organizational

assessments, strategic expansion of programs, resource development, technology upgrades, hiring key staff, or developing grantwriting capacity.

Capital – small capital requests (equipment, building maintenance, vehicles) or *capital campaigns.

General Operating Support – current day-to-day costs of running your organization (overhead such as office space, administrative salaries, overall marketing, etc.).

*Also referred to as a Capital Development Campaign, a capital campaign is an organized drive to collect and accumulate substantial funds to finance major needs of an organization, such as a building or major repair project.

Choices

Seed Funding for Pilot Program
Project or Programmatic Support
Capacity Building
Capital Project
General Operating Support

Program Service Area*

Typically, you will choose the service area that aligns with your core mission.

If the project or program you are requesting funding for falls under a different service area, please choose that category instead.

Example: An educational institution applying for a grant for the food pantry the school provides would more appropriately fall under Human and Social Services instead of Education.

- Animal Services
- Arts and Culture
- Children and Youth
- Community Development *-includes Economic or Workforce Development, Environmental Causes, and Disaster Response*
- Education
- Health and Mental Health
- Human and Social Services *- includes Housing or Hunger Relief, Social Justice, and Services for Disabled, Senior Citizens, and Veterans*

If you believe your organization falls into more than one category, please choose the one that *best* aligns with your organizational mission.

Choices

Animal Services
Arts and Culture
Children and Youth

Community Development
Education
Health and Mental Health
Human and Social Services

Project/Program Summary*

Share a **brief description** (3 - 5 sentences) of the project/program for which funds are needed. This project summary could be included in a public-facing online catalog that provides an opportunity for community members to contribute toward grant requests.

Please click [here](#) for a catalog example.

(You will have an opportunity to expand upon this in another section of the application.)

Character Limit: 750

Estimated Spending Time Frame

Below you will enter the estimated starting and ending dates you anticipate using grant funds. This spending time frame should fall within the appropriate window below, based on when grant funds from the cycle will be awarded to grantees.

- Fall grants: *November through June*
- Spring grants: *May through December*

Aligning your request with the timeframes outlined above will ideally enable you to complete the mandatory follow-up evaluation when due, thereby alleviating additional reporting requirements.

Start Date*

Please enter the estimated start date for your project.

Character Limit: 10

End Date*

Please enter the estimated end date of your project.

Character Limit: 10

Interview - Capital requests over \$35k

Interview Attestation*

As stated in the Grant Request Summary:

"Occasional capital requests of up to \$50,000 may be considered.

Any capital request over \$35,000 will require an applicant interview with the CFA grants team prior to application submittal. Contact Cassidy Nygaard at 325-676-3883 or

knygaard@cfabilene.org if this applies to your request. "

Please indicate below if you have interviewed with the Grants Director before submitting this application.

Choices

Yes (Please proceed)

No (Please contact CFA Grants Director prior to proceeding)

Proposal Narrative

Organization Mission and History*

Please provide the organization's mission and a brief history.

Character Limit: 2000

Project or Program Description*

Please describe the project/program with more detail than the summary above.

Address the target population and the number of people expected to benefit (overall, and within Taylor County specifically).

Character Limit: 3000

Proposed Use of Funds*

Describe specifically how grant funds will be spent toward this project/program.

This description should align with information presented in the **Project Budget Form** to be uploaded in a following section.

Character Limit: 1000

Community Need*

- What community need does this project/program address?
- What data exists to support this need?

Character Limit: 3000

Expected Outcomes & Success Measures*

- What are the expected outcomes for this project/program?
- Describe any tools, methods, and/or strategies that you will use to measure outcomes.
- Describe any plans for evaluating the effectiveness of the project/program.

Character Limit: 2500

Qualifications, Execution, and Collaborations*

- Describe the organization's qualifications to address the above-identified need(s).

- Summarize the skills and relevant experience of key staff/volunteers essential to the successful execution of the project or program.
- If other organizations are collaborating on this project, please share here.

Character Limit: 2000

Upload Instructions

For the sections below where uploaded documents are required, the following formats will be accepted: .doc or .docx (Microsoft Word), .xls or .xlsx (Microsoft Excel), or .pdf (Adobe) . **PDF documents are preferred.**

Only one document can be uploaded per section. If you have separate documents for a specific section, please combine into one document and upload.

For all sections where a form template is provided, you will need to download the form, make your changes, save a copy with a unique name, and then upload your new file.

Prior to uploading, please format all documents to fit on the appropriate number of pages for printing.

Uploads - Financial and Board Information

Project Budget Form Instructions

Download the [Project Budget Form here](#)

- You may modify or add categories in the leftmost column of the Project Budget Form to fit your request.
- The left column total should equal the dollar amount you entered in the "Amount Requested from CFA" field (from the Grant Request Summary section of the application)

AND

- Align with the "Proposed Use of Funds" narrative in the Financial Information section.
- The right column total should equal the dollar amount you entered in the "Total Amount of Funding Required for the Project" field (from the Grant Request Summary section of the application).

Save the form with a custom name and upload it in the section below.

Project Budget Form Upload*

See the instructions above for downloading and completing the Project Budget Form. **Upload** the updated form here.

File Size Limit: 2 MB

Annual Operating Budget Amount*

This amount should equal the anticipated annual cost of operating your organization. (The total from the "Expenses" section of the Annual Operating Budget form below).

Character Limit: 20

Annual Operating Budget Upload*

Please upload your organization's annual operating budget (reflecting the period for which you are seeking funding). Feel free to utilize your own format or use the attached [Annual Operating Budget form](#).

File Size Limit: 4 MB

Additional Budget Narrative and Upload - OPTIONAL

If desired, use this space to provide a budget narrative or considerations not otherwise explained.

You may also upload financial or budget documentation you'd like to share in addition to the Annual Operating Budget, if you wish.

Character Limit: 1500 | File Size Limit: 1 MB

Balance Sheet*

Please upload your organization's current Balance Sheet or Statement of Financial Position. This is not a P&L Statement.

You can complete the [Balance Sheet Form](#) if you do not have one.

Please see the [Balance Sheet Glossary](#) for assistance if needed.

Note: You may change the line items listed on the Balance Sheet Form to better align with your organization's assets and liabilities.

File Size Limit: 1 MB

Board of Directors*

Please upload a list of your Board of Directors. If available, include their professional, business, or community affiliations, in addition to their position on the board.

File Size Limit: 1 MB

First-time Applicant?

First-time Applicant?*

If this is your first time to apply for a Community Grant through CFA, or if your IRS tax status has recently changed, please answer "Yes" to this question.

You will be required to upload tax documentation in the following section.

Choices

Yes - I am a first time applicant or my organization's tax status has changed.

No - I am a returning applicant and my organization's tax status has not changed.

Tax Documentation Upload

Tax Documentation Required for First Time Applicants*

Please upload a copy of applicable letters from the Internal Revenue Service (IRS) pertaining to tax exempt status under IRS Code sections 501(c)(3) and 509(a) (for public charities) or sections 115 and 170 (for governmental subdivisions).

See a [sample IRS letter here](#).

File Size Limit: 1 MB

Other Support - Non-Capital, OR Capital Under \$5k

Additional Supporters and Pending Requests*

Use the space below to list all entities asked to provide financial support to the project/program.

Include their responses to date and dollar amount committed.

Character Limit: 1000

Capital Requests of \$5,000 or more: Additional Requirements

If you are applying for funding to support a capital project over \$5,000, you are required to complete this section.

A capital request is defined as a request to purchase, maintain, or improve a physical asset. This includes expansion or renovation of a building, purchasing major equipment, or construction of a new facility.

Be as specific and detailed as possible to help us understand the scope and impact of your

project.

** If you are requesting over \$35,000, it must be for a major capital project, and you must contact CFA grants staff for an interview prior to submitting the application. Cassidy Nygaard 325-676-3883 or knygaard@cfabilene.org.*

UPLOAD - Capital Project Budget or Bid Worksheet*

Please upload your capital project budget, bid(s), and/or final estimate.

Feel free to utilize this [competitive bid form](#), if helpful. See an example of a completed bid form [here](#).

The grant committee wants to see that your organization has considered multiple vendors and will steward grant funds responsibly and cost-effectively, if awarded.

File Size Limit: 4 MB

Property Ownership*

Please indicate whether your organization owns the property, leases it, has a use agreement, or is in the process of securing access.

If applicable, share the length of the lease or agreement and any details that show your organization can complete the proposed project at this site and continue using and maintaining it in the future.

Grants for capital improvements on property not owned by the organization are unlikely, but may be considered.

For equipment purchases, indicate here that the organization intends to use grant funds for purchase/ownership of the equipment.

Character Limit: 1500

Current Fundraising Status*

Please describe the current status of your fundraising efforts for this project. Include any funds already raised (committed or received), sources of local support, and any in-kind contributions (e.g., donated labor, materials, or services). Be as specific as possible about amounts, sources, and pending requests.

Character Limit: 1500

Additional Supporting Documents

If you have other information to support your application, compile it into one document and upload it here. For this section, additional file types are supported to allow photos or graphics to be uploaded.

Examples of supporting documents:

- Master plan of the project
- Documentation for a funding match challenge

- Photographs of the current need or phase of the project

Character Limit: 1500 | File Size Limit: 6 MB

All Requests of \$10,000 or more: Additional Requirements

Partial Funding Contingency*

If full funding for your request is not available through the Community Foundation grant cycle (i.e., the grant committee considers a partial grant), what is the contingency plan to secure additional support?

How will the proposal be modified?

Character Limit: 1000

Impact Story*

Share a story that illustrates program or organizational impact. Feel free to share client/constituent stories and/or quotes (respecting client privacy or anonymity).

Character Limit: 2000

Board Engagement*

Briefly describe the role of the organization's board of directors, including how the board carries out its responsibilities for financial and programmatic oversight and fundraising.

Character Limit: 2000

Financial Audit*

Please upload your most recent independent financial audit. If this is not available, attach the most recent 990 tax form.

File Size Limit: 8 MB

Submittal Instructions

Please be sure to carefully preview and proof your application and uploaded documents prior to submitting the application.

When your application is submitted successfully, you will be taken to a confirmation page and receive a confirmation email. Check your spam folder. Be sure

“administrator@grantinterface.com” is on your safe senders list. **If you do not receive a confirmation email, your application may not have been received by CFA.**

Once submitted, you will no longer be able to edit the form. Contact CFA staff as soon as possible if you discover a mistake or omission after submitting (prior to the grant deadline).

325-676-3883