

# 2026 Paula A. Windham Fund for Education and Community Development

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*Community Foundation of Abilene*

## *Organization Information*

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### Staff Comments

**Add notes here:**

*Character Limit: 2500*

### Community Connections Summary

CFA staff-created summary that will appear in the Community Connections donor-facing catalog.

*Character Limit: 2000*

### Organization Type\*

Eligibility requirements: Organizations serving a rural area within a 150-mile radius of Oplin, Texas, with an IRS tax-exempt status (includes municipalities, local governments, volunteer fire departments, churches, school districts, universities, colleges, trade schools, and chamber organizations). A rural area is defined as all territory that is not within the extra-territorial jurisdiction (ETJ) of any city having a population of one hundred thousand or more. If you have any questions regarding your charitable or eligibility status, please reach out to Michelle Parrish, mparrish@cfabilene.org.

See full grant guidelines here.

Indicate the organization type.

#### Choices

Public Charity - recognized by IRS as a 501(c)(3)

Government Entity

Other tax-exempt entity not recognized as a 501(c)(3) - (church, school, chamber, etc.)

### Fiscal Sponsorship\*

Is the organization applying for this grant submitting it on behalf of another organization or group?

#### Choices

Yes

No

## Sponsored Organization's Information

If you answered "Yes" to the question above, provide the name of the sponsored organization/group.

*Character Limit: 100*

## Counties Served\*

Please select all counties served by the organization. Select "Other" to include additional counties not listed.

### Choices

Brown  
Callahan  
Coleman  
Comanche  
Eastland  
Fisher  
Haskell  
Jones  
Kent  
Knox  
Mitchell  
Nolan  
Runnels  
Scurry  
Shackelford  
Stephens  
Stonewall  
Taylor  
Throckmorton  
Other

## Other Counties Served

If you selected "Other" in the question above, please list the additional county or counties served.

*Character Limit: 250*

## Grant Request Summary

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### 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*

## Program Area\*

Please select the program area that best aligns with your organization's mission and the primary focus of the proposed project.

### Choices

Arts and Culture  
Community Development and Leadership  
Education related to Agricultural Education and Ranch Management  
Health and Human Services  
Quality of Life

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

### Choices

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

**Please note, there is an additional section in the application for capital requests.**

## Amount Requested\*

**Requests should range from \$5,000 to \$50,000.**

Please enter the amount you are requesting.

- Requests for general operating support or ongoing project/programming support should not exceed \$15,000.

- Requests for capital projects, capacity building, or seed funding for pilot initiatives should not exceed \$50,000.

*Character Limit: 20*

### Total amount of funding required for the project/program\*

*Character Limit: 20*

### Project/Program Summary\*

Share a **brief description** (3 - 5 sentences) of the project/program for which funds are needed.

*Character Limit: 750*

### Estimated Spending Time Frame

Below you will enter the estimated starting and ending dates you anticipate using grant funds.

### 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*

## Proposal Narrative

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### 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.

*Character Limit: 3000*

### 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 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 success. If other organizations are collaborating on this project, please share here.

*Character Limit: 2000*

### 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 Information

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### Proposed Use of Funds\*

Briefly describe how grant funds will be spent in 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*

### Future Funding and Sustainability\*

Describe future plans for funding this project/program, if applicable. If full funding is not granted, what is the contingency plan for securing additional support? Will the project/program be modified?

*Character Limit: 1000*

## Upload Instructions

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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.**

## *Annual Operating Budget*

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### **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*

## *Project/Program Budget and Annual Operating Budget*

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### **Project Budget Form Instructions**

Download the [Project Budget Form here](#)

- If your request is related to a capital project, skip this section and submit your capital budget documentation in the section called "Capital Project Requests - SECTION REQUIRED FOR CAPITAL REQUESTS." All other request types are required to upload a project budget form.

- 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*

## *Capital Project Requests - SECTION REQUIRED FOR CAPITAL REQUESTS*

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*If you are applying for funding to support a capital project (such as the construction, renovation, or purchase of a building, equipment, or other physical assets), please complete the information below. Be as specific and detailed as possible to help us understand the scope and impact of your project.*

### Capital Project Budget or Bid

If the request includes capital support, you are required to upload a capital project budget, bid, or finalized cost estimate. 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 (exceeding \$5,000), or construction of a new facility.

If your project includes capital needs **over \$5,000**, please use the section below to upload documentation.

Does your request include funds to support capital needs over \$5,000?

### Choices

Yes - Proceed to file upload below and complete the remaining questions in this section

No - Skip to the next section

## UPLOAD - Capital Project Budget or Bid Worksheet

If you answered yes to the question above, 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](#).

*File Size Limit: 2 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, include the length of the lease or agreement and any relevant details about your ability to complete the proposed project on this site.

*Character Limit: 750*

## 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: 750*

## 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 for photos or graphics to be uploaded.

Example of supporting documents:

- master plan of the project
- documentation for a match challenge
- photographs of the current need or phase of the project

*Character Limit: 500 | File Size Limit: 5 MB*



## Attachments

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### 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*

### 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*

## Tax Documentation Upload

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### Tax Exemption - Documentation Required\*

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](#).

If you do not have an IRS determination letter (due to your tax status), please upload any applicable documentation to verify the organization's tax status. For example:

- Fiscal Sponsorship Agreement (see example here)
- Articles of Incorporation
- Organizational Bylaws

*File Size Limit: 1 MB*

## *Additional Documentation - Internal Use Only*

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### **Additional Support Documents 1**

*Character Limit: 3500 | File Size Limit: 5 MB*

### **Additional Support Documents 2**

*Character Limit: 3500 | File Size Limit: 5 MB*

### **Additional Support Documents 3**

*Character Limit: 3500 | File Size Limit: 5 MB*

## *Submission Instructions*

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**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 has not 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