

2025 Paula A. Windham Fund for Education and Community Development

Community Foundation of Abilene

Organizational Information

Organization Type*

Choices

Public Charity [501(c)(3)]

Government Entity

Other Tax Exempt Organization

Fiscal Sponsorship*

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

Choices

Yes

No

Sponsored Organization's Information

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

Character Limit: 100

IRS Determination Letter*

Please attach your IRS 501(c)(3) IRS Determination Letter. If you are not considered a charitable organization by the IRS, please upload one of the following:

- Fiscal Agent Letter
- W-9
- Articles of Incorporation

Eligibility requirements: Organizations with an IRS tax exempt status, municipalities, local governments, volunteer fire departments, churches, school districts, universities, colleges, trade schools, and chamber organizations located in a rural area. A rural area is defined by Community Foundation of Abilene 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 Meagan Harris, mharris@cfabilene.org.

File Size Limit: 3 MB

Preliminary Information

Project/Program Name*

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

Character Limit: 100

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 program/project 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 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

Amount Requested*

Please enter the amount you are requesting.

Requests for general operating support or project/ programmatic support should not exceed \$10,000. In some cases, requests may be funded at a higher level based on demonstrated need, project impact, and available resources. Requests for capital projects, capacity building, or seed funding for pilot initiatives will be considered separately and may qualify for different funding amounts.

Character Limit: 20

Total Amount of Funding Required for the Project

Character Limit: 20

Annual Operating Budget Amount*

Provide the total annual operating budget. If the applicant is a government entity, provide only the annual department budget.

Character Limit: 20

Organization Mission and History*

Please provide the organization's mission statement and a brief introduction to what the organization does/provides.

Character Limit: 2500

Summary of Request*

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

This project summary could be included in a publication that provides an opportunity for additional consideration of the grant requests.

Character Limit: 750

Community Reach

Project or Program Description*

Please provide details about the program or project with more detail than the summary of request above.

Some questions to answer:

What is the target population? What are the program objectives and expected outcomes?

Character Limit: 3000

Community Need*

Describe the specific community need or issue the organization aims to address with this grant funding. Please provide details on the nature of the need, its significance within the community, and how addressing it aligns with your organization's mission and goals.

Character Limit: 2000

Community Impact*

Explain the anticipated community impact of the proposed program or project. Detail how it will add value to the community, including any positive changes, benefits, or improvements expected. Additionally, discuss how the organization plans to measure and evaluate the effectiveness of the program in achieving these community impacts.

Character Limit: 2000

Similar Organizations

Are there other similar organizations offering the same in the community or similar services? If yes, please list them and explain how your organization's services may differ from theirs.

Character Limit: 1500

Collaborations/Partnerships*

Please describe any partnerships or collaborations the organization has established within the community to support the current project/program. Additionally, outline any other forms of community support or involvement that contribute to the success of your organization's initiative.

Character Limit: 2500

Counties Served*

Please select all counties your organization serves and has a presence. Any applicants outside of counties listed that are within a 150 mile radius of Oplin, Texas will also be accepted. Please check the box "Other" if the county you serve is 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

Please list the county or counties you serve if you chose "Other."

Character Limit: 250

Governing Board Members*

Upload a list of the organization's 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

Financials

For the **Financials** section where uploads are needed, the following formats will be accepted.

- doc or docx (Microsoft Word)
- xls orxlsx (Microsoft Excel)
- pdf (Adobe)

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

Annual Operating Budget*

Please upload the organization's current year annual operating budget.

The Annual Operating Budget uploaded should match the amount entered in the ***Preliminary Information*** section above.

File Size Limit: 3 MB

Balance Sheet*

Please upload a current Balance Sheet or Statement of Financial Position for the organization.
This is not a Profit & Loss Statement.

If you do not have one, please use the link to access an Excel format of the Balance Sheet to complete and upload. Please note that you may edit line items in the balance sheet to fit your organization.

File Size Limit: 3 MB

Financial Narrative - Optional

Please upload a financial narrative to better explain your budget and/or balance sheet or use the text box below. Examples would be a large cash balance on hand, budget issues, or better explain how things are going financially and where the organization is headed.

Character Limit: 1000 | File Size Limit: 5 MB

Financial Audit

Please upload the most recent audited financial statement or financially prepared statement by a CPA with management letter. If you do not have one, upload the most recent 990 tax form on the next question.

File Size Limit: 5 MB

Most Recent 990 Tax Form

Please upload the most recent 990 tax form here if the organization does not have a financial audit or financially prepared statement.

File Size Limit: 5 MB

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 Project Requests

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.

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

Capital Project Budget or Bid

Please use the space below to upload a capital project budget, bid, or finalized cost estimate. Additional information to better understand the budget or bid uploaded can be provided in the space below.

A capital request is defined as a request for funds to purchase, maintain, or improve a physical asset. This includes expansion or renovation of a building, purchasing major equipment (exceeds \$5,000), or construction of a new facility.

Character Limit: 2000 | File Size Limit: 2 MB

Capital Project Start Date

Please enter the estimated start date for your project to break ground.

Character Limit: 10

Project End Date

Please enter the estimated end date of your capital project.

Character Limit: 10

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

File Size Limit: 5 MB

Verification

Verification*

I verify that the information included in the application is true and correct.

I understand that I may be required to submit additional information as requested, including, but not limited to, the organization's bylaws.

Choices

Yes

No

Staff Review

Interview*

Did this organization interview before applying?

Choices

Yes

No

Current Ratio from Balance Sheet

Character Limit: 100

Staff Comments

Character Limit: 2500