



# GRANT GUIDELINES

## THE PAULA A. WINDHAM FUND FOR EDUCATION AND COMMUNITY DEVELOPMENT

The Community Foundation of Abilene (or “Foundation”) is a public foundation committed to improving the quality of life in our communities. Our rural grantmaking initiative is specifically for outlying communities in the greater West-Central Texas region. The Windham Fund was established to support special projects, capacity building, and capital projects to build on and ensure a higher quality of life.

### ► ELIGIBILITY

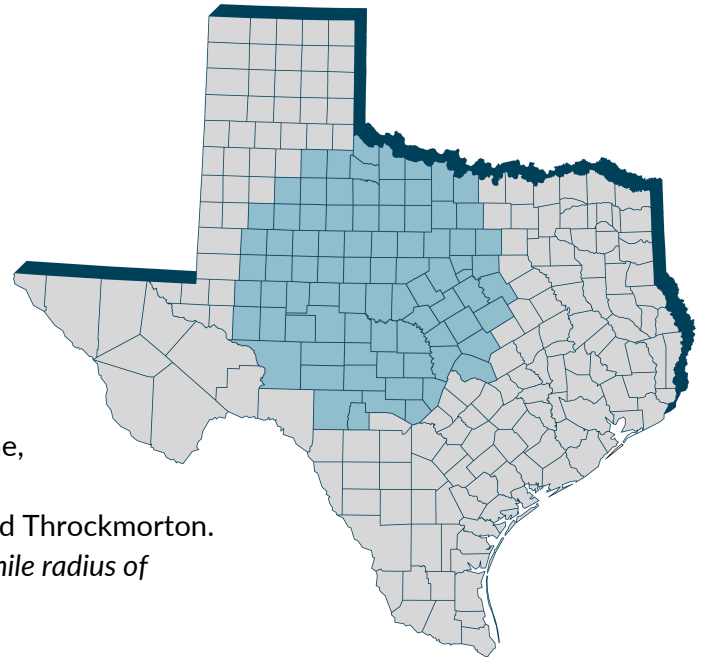
Organizations with an IRS tax-exempt status, municipalities, local governments, volunteer fire departments (VFDs), churches, school districts, universities, colleges, trade schools, and chamber organizations located in a rural area.

A rural area is defined by the Foundation as all territory that is not within the extraterritorial jurisdiction (ETJ) of any city having a population of 100,000 or more.

### ► SERVICE AREA

Through the Windham Fund, the Foundation is honored to provide grant opportunities to eligible organizations in counties within a 150-mile radius of Oplin, Texas (map area shaded in light blue).

Those counties include: Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Kent, Knox, Mitchell, Nolan, Runnels, Scurry, Shackelford, Stephens, Stonewall, Taylor, and Throckmorton. *Any applicants outside of counties listed that are within a 150-mile radius of Oplin, Texas, will also be accepted and reviewed.*



### ► APPLICATION PROCESS

#### Online Access

The Foundation utilizes an online grants management system called, “Foundant GLM.” Application information must be submitted through this online system. A login link to Foundant GLM, as well as system tutorials, is available on the Foundation website, [cfabilene.org](http://cfabilene.org). Paper applications are not accepted.

★ **The online application opens April 15, application deadline is June 1.**

Application deadlines and other important details are available on the Foundation website.

If you believe your organization already has a profile in Foundant GLM, but are unsure of the login information, please do not create a new profile. Doing so could result in the loss of historical data for your organization. Instead, contact the Foundation's grants team for login assistance.

#### Additional Review

The Foundation and grant committee reviews applications throughout the weeks after applications close. If requested, please provide additional information promptly. A site visit to your organization or presentation from your organization may also be requested.



## ► TIMELINE AND NOTIFICATION

A grant committee makes funding recommendations to the Foundation Board, who is responsible for final approval of grant funding. Upon Foundation Board approval, applicants will be notified via email of award status.

***Award notifications are made within six weeks from the application deadline.***

## ► EVALUATION

The Foundation requires organizations to report on the impact of funds. The evaluation includes details about the needs the program attempted to meet, objectives, measurable outcomes, role of partners, future plans, opportunities for improvement, and accounting of expenditures.

The online evaluation form is required prior to the following year's grant cycle. Organizations that do not submit evaluations will be ineligible to apply for future grants.

Online evaluation forms are submitted using Foundant GLM. All forms referenced in the grant guidelines are available to preview on the "How to Apply" page found on the Foundation's website, [cfabilene.org](http://cfabilene.org).

## ► MORE INFORMATION

Questions? Contact Michelle Parrish, *Chief Impact Officer*, at [mparrish@cfabilene.org](mailto:mparrish@cfabilene.org) or 325-676-3883.

