



GRANT EVALUATION CRITERIA

All grant proposals will be evaluated based upon the following criteria:

1. **Fit with the Foundation's Mission, Vision, Values and Investment Areas**
2. **Organizational Capacity**
Clear mission, vision and strategy. Strong track record of service to the community. Strong leadership and management. Engaged board of directors. Commitment to collaboration and learning. Sound financial management.
3. **Soundness of Project**
Evidence of sound methodology. Project reflects knowledge of the field, target populations and the local community. Clear plan for implementation. Sufficient staffing and partnerships to ensure success. Appropriate budget.
4. **Potential for Impact**
Clear, realistic, measurable goals and outcomes. Clear plan for how goals and outcomes will be achieved.

GRANT PROPOSAL GUIDELINES

The Moses Taylor Foundation Grant Application includes the following four components:

Organizational Profile & Executive Summary, Proposal Narrative, Budget Narrative, and Required Attachments.

Discretionary Grant Proposals (up to \$20,000) require only the Organizational Profile & Executive Summary and Budget Narrative. Proposals over \$20,000 require all four components.

Applicants must submit a complete proposal by the deadline date and time to be considered for funding.

Please feel free to contact the Foundation's Grants Manager, Jeff Smith at jsmith@mosestaylorfoundation.org with any questions regarding proposal submission. Upon receipt, applicants will receive email confirmation.

I. **Organizational Profile & Executive Summary**

Legal Organization Name
Year Incorporated, Tax ID#
Mailing Address, Telephone Number, Website
CEO/Executive Director Name, Title, Email Address, Telephone Number
Project Contact Name, Title, Email Address, Telephone Number
Organization Budget for Current Fiscal Year
Mission

Project Title
Amount Requested
Moses Taylor Investment Area (Health, Human Services)
Type of Support (Operating, Program, Capital, Capacity Building)
Northeast Pennsylvania County(ties) Targeted
Executive Summary of Proposed Project (300 word maximum)

II. Proposal Narrative (8 page maximum)

Describe your organization—its history, primary activities, populations served and recent accomplishments. Describe the purpose of the project and the need or problem it is intended to address. Discuss your organization's capacity to undertake the project and the capacity of key partners, if relevant. Outline the planned project activities and timeline. Detail anticipated goals and outcomes and how they will be measured.

III. Budget Narrative

Using the general format provided, outline all costs related to the grant request. Adjust line items as needed to reflect actual project budget.

Project Expenses	Moses Taylor Foundation Request	Other Funding*	Total	Line Item Description
Personnel				
Salaries and Wages				
Fringe Benefits				
Non-Personnel				
Project Partners and Consultants				
Occupancy/Utilities				
Equipment				
Supplies and Materials				
Printing and Copying				
Staff and Volunteer Training				
Travel/Transportation				
Communications and Outreach				
Maintenance				
TOTAL				

*List sources and amounts of other funding received and anticipated.

IV. Required Attachments

The following attachments must be submitted in Adobe Acrobat, Microsoft Word or Microsoft Excel format. Other formats will not be accepted.

- Current audited financial statements and management letter
- Organization budget for current fiscal year
- Organizational chart
- List of Board Members with professional affiliations
- Letters of support from partner organizations, when appropriate

