



GRANT REQUEST APPLICANT PRESCREEN

Answering the following questions will help both the applicant and reviewer assess whether or not this grant is appropriate. This document is part of the grant application; applications will not be considered without this form.

	Yes	No
1. Will any of the requested funds be used to purchase land, real estate, or construction for a building?		
2. Will funds be used to create a new company or business venture?		
3. Are the requested funds paying tuition for an individual to attend college or professional school who is NOT participating in a youth or adult college savings program?		
4. Will the primary activities and funds be used for residents outside of Texas?		
5. Is this request for funds less than \$5,000, or more than \$40,000?		
6. Applicant cannot supplement or adjust program budget if the fully requested amount is not awarded?		
7. Does the applicant's organization or board members hold a license or registration status regulated by the Finance Commission?		
8. Applicant objects to: administer a standardized pre-and-post survey to program participants, compile, and submit the data, or provide sign-in sheets with required reports?		
9. Applicant objects to submit a longitudinal report six months after participants have completed grant funded programming?		
10. Does the funded program have difficulty adhering to state and federal Equal Employment Opportunity laws?		
11. Would the organization rely on this grant to sustain the program or business operations?		
12. This organization objects to track: number of training hours, number people served, amount of increased savings?		
<i>The following question applies ONLY to adult programs:</i> Does the program curriculum include information relating to financial education and capability of low-income, payday, and auto title customers?		
<i>The following question applies ONLY to youth programs:</i> Does the program curriculum adhere to Texas Education Agency's Texas Education Texas Essential Knowledge Skills (TEKS) requirements?		

With the exception to the last two questions, if "Yes" is indicated as an answer to one or more of the questions above, we recommend NOT submitting a grant application because the organization is ineligible to receive Texas Financial Education Endowment Grant funds as they do not fit the criteria. "No" answers indicate that the organization meets TFEE's preliminary eligibility requirements for application submission, but does not guarantee an award.

Internal Use Only

Application No: _____

Date Received: _____

**TEXAS FINANCIAL EDUCATION ENDOWMENT (TFEE) GRANT PROGRAM
APPLICATION 2016-2017**

Carefully read the TFEE Grant Program guidelines for this application. Complete each section of the application. All questions must be answered. Write N/A where applicable. This application in its entirety MUST NOT exceed 10 pages (not including attachments).

Indicate the grant category and cycle for which you are applying. **Check only one category.**

K-12 Financial Education and Capability

Adult Financial Education and Capability

Financial Coaching

Grant Term: 1 year

2 years

Section I - Organization Information

Name of Organization

Address

(Street, City, State, Zip)

Federal Tax ID Number (if applicable)

Organization Phone Number

Fax Number

Organization Website

Number of Years in operation

List the number of employees working on proposed project: Full Time

Part Time Staff

Title of Program

Amount Requested \$

% of Total Project Budget \$

Organization Point of Contact (individual primarily responsible for day-to-day grant management)

Name of person to contact about this application

Title

Phone Number

Fax Number

Email Address

Texas Public Information Act All information, documentation, and other materials submitted with this application is subject to public disclosure under the *Texas Public Information Act*. Applicants are hereby notified that the OCCC strictly adheres to this statute and applicable courts and Attorney General opinions.

Section II - Program Information (Please use additional paper if you need more space)

Mission Statement

State the purpose and goal(s) of the program to be funded.

Describe strategies for achieving goal(s) and objective(s). Please include a program planning model and timeline. You may use your own or the model provided.

State perceived barriers to financial capability experienced by the target audience.

Describe the anticipated impact this program will have on the target audience.

Describe the organization's capacity to deliver programming, including personnel knowledge, skills and abilities pertaining to financial education and capability.

What type of curriculum will be used? If K-12, specifically describe how does the curriculum meets Texas Essential Knowledge and Skills (TEKS) requirements?

Section III – Performance Evaluation

Provide examples of program evaluation metrics. Give an explanation of how information will be collected, tracked, and monitored.

Describe the extent to which the organization has the evaluation and data management expertise to collect and analyze the data. If this is an existing program, what proven results have been achieved by this program in the past?

If this is a new program, what are the anticipated results? What data or research are you relying on to support projected results?

Section IV – Fiscal Climate

Indicate any anticipated, significant changes to your organizational structure, revenue stream or expenses in the next year.

Does applicant expect to collaborate with other organizations? If yes, indicate the organization(s) and what funding or resources they will bring to the funded project.

If expenses exceed revenues/support by more than 10%, please explain how difference will be offset. Please attach narrative if there are expenses, revenues or a deficit that require more information or if an explanation is warranted for any item.

*Define consultants and Professional Fees:

Use the attached spreadsheet to present your project budget. While you may not need all line items provided, please use ALL relevant line items. Although applicants are asked to list other sources of income the budget forms intended to provide a detailed accounting of TFEE related income and expenses. Please break out how requested grant funds will be allocated.

Detailed Program Budget

In the chart below break out the items to be funded through TFEF funds. The total amount in the expense column should equal the amount of grant funds requested. An amended report will need to be submitted should the organization receive a grant award that is less than the amount initially requested.

INCOME	Grant budget	Total project budget	EXPENSE	
<u>Source</u>	Amount		<u>Direct Expenses</u>	Amount
TFEF Support Requested	\$		Salaries & Wages (for all staff working on project).	\$
			Equipment	\$
			Supplies and materials	\$
			Printing & Copying	\$
			Marketing and advertising	\$
			Staff and volunteer training	\$
			Travel	\$
			Telecommunications	\$
			Contract Services: consultants & professional fees	\$
			Other (Specify):	\$
				\$
			Total	
			<u>Indirect Expenses</u>	\$
			Other (Specify):	\$
				\$
				\$
				\$
			Total	\$
			Difference (Income less expense)	\$

TFEE Grant Applicant Program Planning Model

Program: _____ Organization: _____ Date: _____

Purpose(s):

Include with your application.

Start here and work to the left or right. Use bullets and quantify information where possible.

Program Planning Section			Evaluation Section					
Inputs	Activities	Target Audience	Outcomes	Targets or Objectives	Indicators	Methods / Tools	Timeline	Who
Components needed to conduct the activities and accomplish the outcomes (Example: participants, staff, volunteers, materials, equipment, \$)	How/what will be the methods and actions undertaken to achieve the outcomes.	Who the program is designed for and how will you engage them.	The benefits, changes or improvements that will result from your implemented program or project.	Projected level of success or result you hope to achieve	The way change is observed and the data you will collect to measure the progression towards an outcome.	The way in which you will collect the indicator data. How?	When will you measure the target(s) or objectives?	Persons or entity responsible for evaluation

Section V - Statement of Authenticity

I do hereby certify that the appropriate governing body or individual of this organization has given formal approval for submission of this application and that all figures, facts, and representations made in this application are true and correct to the best of my knowledge. Submission of the application signifies intention to comply with all guidelines and restrictions imposed by the Texas Financial Education Endowment Grant Program and the Finance Commission. This organization will comply with Title VI of the 1964 Civil Rights Act; the Drug Free Workplace Act of 1988, Title IX of the Education Amendment of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. I certify that any funds received with this application will not be used for lobbying and will be expended for the project described, and I understand that the organization may be precluded from future Financial Education Endowment funding if I fail to submit a final report at the conclusion of the grant period in form and detail as required by the Finance Commission.

Name and signature of authenticating individual

Email address of authenticating individual

Telephone

Title

Date

Name and signature of authenticating individual

Email address of authenticating individual

Telephone

Title

Date

Grant Application Checklist

Please use this check list as a guide and easy reference to ensure accurate preparation and completion of the TFEE grant application. **Incomplete applications will not be accepted.** Include the following information to ensure the application is complete:

- Applicant Pre-Screen Form

- Grantee Application and attachments
 - Program Planning Model & Timeline
 - Examples of evaluation and tracking tools
 - Reference data to support projected results (if applicable)
 - Detailed budget of the project for requested funds
 - Attach a brief budget narrative to justify requested funds and proposed expenses
 - Verification of tax-exempt status for organizations under IRS Code Section 501(c)(3)
 - List of current board members (include member affiliations)
 - Most recent IRS Form 990 (if applicable)
 - Most recent financial statement (audited, if available)
 - Previous last two years of tax returns (if applicable)

- Signed Statement of Authenticity