

Moses Taylor Foundation Open Cycle Grant Application

Open Cycle Grant Application Process

1. Pre-submission Meeting

Applicants are required to schedule a meeting with Foundation staff prior to proposal submission. This provides staff with an opportunity to learn about the organization's needs and interests and to advise the organization on the best fit with the Foundation's focus areas.

2. Proposal Submission

Applicants must submit a complete proposal by the designated submission date to be considered for funding. Please [contact us](#) with any questions regarding proposal submission. Upon receipt of a completed application, applicants will receive an email confirmation.

3. Proposal Meeting

Foundation staff will review all proposals to confirm alignment with the Foundation's focus areas and receipt of all required information. Following review, the Foundation will request a virtual proposal meeting for all applications receiving further consideration. Declined applicants will receive notification of the Foundation's decision via email. Please add mail@grantapplication.com and grants@mosestaylorfoundation.org to your safe sender's list to ensure all correspondence is received.

4. Review and Notification

Foundation staff provide an analysis of all proposals under further consideration for review by the Foundation's Board of Directors. The review includes an evaluation of the grant proposal, feedback from the proposal meeting, and any other information gathered regarding the applicant and proposed grant request. Funding decisions are made during the Board's quarterly meeting, and applicants are notified of final funding decisions by their Program Officer shortly thereafter.

Grant Evaluation Criteria and Guidelines

GRANT EVALUATION CRITERIA

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

1. Fit with the Foundation's Mission, Vision, Values, and Focus Areas

- **Mission:** The mission of Moses Taylor Foundation is to improve the health of people in Northeastern Pennsylvania
- **Vision:** Providing opportunities for people in Northeastern Pennsylvania, especially the most vulnerable, to lead healthy lives
- **Values:** Compassion, respect, and dignity; Ethics, integrity, and trust; Stewardship, transparency, and accountability; Courage, open-mindedness, and diversity; Informed decision-making and fairness
- **Focus Areas:** Health Care Access and Quality (including primary care, oral health, mental health, and health care workforce); School-Based Health; Older Adult Health; and Nonprofit Effectiveness.

2. Organizational Capacity

- **Clear approach:** The organization has a clear and strong mission, vision, and strategy.
- **Strong track record of service to the community:** The organization has a history of running successful programs and projects.
- **Strong leadership and management:** Staff, partners, and leadership possess the knowledge, skills, training, and experience necessary to implement this project.
- **Engaged board of directors:** The board is well-structured, with sufficient membership and engagement.
- **Commitment to collaboration and learning:** All participants have a common understanding of the problem and a shared vision for change.

- **Sound financial management:** The organization is financially sound, with credible and committed funders, solid financial history, and adequate budget size.

3. Soundness of Project

- **Evidence of sound methodology:** The proposal identifies a clear plan for what the organization intends to achieve.
- **Project reflects knowledge of the field, target populations, and the local community:** The target population and community need are clearly defined. The target population needs the proposed services.
- **Clear plan for implementation:** There is a clear plan for how the organization will deliver the proposed project.
- **Sufficient staffing and partnerships to ensure success:** The organization has appropriate executive and staff leadership as well as partner relationships needed to successfully implement the proposed project.
- **Appropriate budget:** The budget is clear and realistic with appropriate and reasonable budgeted line items. The budget includes a long-range plan that reasonably reflects the organization’s ability to sustain the project beyond the grant period (if applicable).

4. Potential for Impact

- **Clear, realistic, and measurable goals and outcomes:** The proposal describes clear, measurable, and achievable goals and outcomes.
- **Clear plan for how goals and outcomes will be achieved:** The project plan outlines how the project can be successfully implemented to address the stated needs and achieve the desired outcomes.

GRANT PROPOSAL GUIDELINES

The Moses Taylor Foundation Grant Application includes the following components: Organizational Profile, Executive Summary, Proposal Narrative and Proposed Outcomes, and Required Attachments, including Project Budget. Applicants must submit a complete proposal by the designated submission date and time to be considered for funding. Please [contact us](#) with any questions regarding proposal submission.

Organizational Profile

General Information			
Legal Organization Name			
Tax ID			
Year Incorporated			
Address			
City	County	State	Zip Code

Phone

Website Address

Organization Budget for Current Fiscal Year

Mission

CEO / Executive Director

Prefix	First Name	Middle Initial	Last Name	Suffix
--------	------------	----------------	-----------	--------

Title

Office Phone	Extension
--------------	-----------

E-mail Address

Project Primary Contact

Same as CEO / Executive Director

Prefix	First Name	Middle Initial	Last Name	Suffix
--------	------------	----------------	-----------	--------

Title

Office Phone	Extension
--------------	-----------

E-mail Address

Executive Summary

Project Title

Amount Requested

Round to the nearest \$100. Please do not include cents.

Term

(In whole months)

Year One Amount

Round to the nearest \$100. Please do not include cents.

Year Two Amount

(if applicable)

Year Three Amount

(if applicable)

Executive Summary of Proposed Project

(Please limit to approximately 300 words.)

Please select the classifications that best describe this project.

Moses Taylor Foundation Focus Area

Type of Support

Primary Northeastern Pennsylvania County Targeted

Projects that directly impact three or more counties within the MTF geographic footprint are considered regional projects. Select the impacted counties in Other Northeastern Pennsylvania County(ties) Impacted section below.

Other Northeastern Pennsylvania County(ties) Impacted

Proposal Narrative

Describe your organization's 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. Include the capacity of key partners, if relevant.

Activities, Goals, Outcomes

Outline the planned project activities and timeline.

Detail anticipated goals and outcomes and how you will measure success.

How will the people you are planning to serve benefit from this project?

What, if any, plans do you have to continue this project beyond the requested grant period?

Additional Questions

How do you solicit feedback from your participants? What system do you have in place to make changes to your program(s) based on the feedback received?

Beyond the funding amount requested, are there any other tools or resources the Foundation can provide in order to help make your project a success?

Examples: Communications support, professional development, board development, evaluation and assessment, information technology, connections with other organizations, etc.

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 the current fiscal year

Project Budget

Using the general format provided on the Foundation's website as a guide, outline all costs related to the grant request. Include the expense amount, the amount applied to this request, the amount provided from other sources*, the total, and a description of the line item. Adjust line item names as needed to reflect the project request. Requests for multi-year funding should include a yearly and overall project budget. *List sources and amounts of other funding received and anticipated.

Organizational chart

List of Board Members including professional affiliations

Letters of support from partner organizations, when appropriate

As part of the review process, the Foundation may request additional information relevant to your proposal. Please do not submit additional documentation (e.g., job descriptions, resumes, tax exempt status, etc.) at this time.