

### 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 [noreply@yourcause.com](mailto:noreply@yourcause.com), and [grants@mosestaylorfoundation.org](mailto: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:

### 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.

### 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.

### 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).

### 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.

## Organization Profile

### General Information

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**Legal Organization Name \***

**Tax ID \***

**Year Incorporated \***

**Address \***

**County \***

Select one

- Bradford
- Carbon
- Lackawanna
- Luzerne
- Monroe
- Other
- Pike
- Schuylkill
- Sullivan
- Susquehanna
- Wayne
- Wyoming

**Phone \***

**Website Address \***

**Organization Budget for Current Fiscal Year \***

**Mission \***

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**CEO / Executive Director**

<b>Is primary</b>	<b>Prefix</b>	<b>First name</b>	<b>Middle initial</b>	<b>Last name</b>	<b>Suffix</b>	<b>Email address</b>	<b>Office telephone</b>	<b>Extension</b>	<b>Contact Role - select primary contact</b>	<b>Title</b>
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**Project Primary Contact**

<b>Is primary</b>	<b>Prefix</b>	<b>First name</b>	<b>Middle initial</b>	<b>Last name</b>	<b>Suffix</b>	<b>Email address</b>	<b>Office telephone</b>	<b>Extension</b>	<b>Contact Role - select primary contact</b>	<b>Title</b>
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**Executive Summary.**

**Project Title \***

**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)

**Amount Requested \***

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

**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 \***

Select one

- Health Care Access and Quality/Health Care Access and Quality General
- Health Care Access and Quality/Health Care Workforce
- Health Care Access and Quality/Mental and Behavioral Health
- Health Care Access and Quality/Non-Medical Drivers
- Health Care Access and Quality/Oral Health
- Health Care Access and Quality/Primary Care
- Nonprofit Effectiveness/Community Capacity
- Nonprofit Effectiveness/Organizational Capacity
- Older Adult/Older Adult Health General
- Older Adult/Older Adult Isolation - General
- School-Based Health/School Nurses
- School-Based Health/School-Based Health Centers
- School-Based Health/School-Based Health General

**Type of Support \***

- Capital - Construction
- Capital - Equipment
- Capital - Technology
- Finance and Operations
- General Operating
- Human Resources
- Program/Project
- Strategy

**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.

Select one

- Bradford County
- Carbon County
- Lackawanna County
- Luzerne County
- Monroe County
- Pike County
- Regional
- Schuylkill County
- Sullivan County
- Susquehanna County
- Wayne County
- Wyoming County

**Other Northeastern Pennsylvania County(ties) Impacted \***

- Bradford County
- Carbon County
- Lackawanna County
- Luzerne County
- Monroe County
- N/A
- Pike County
- Schuylkill County
- Sullivan County
- Susquehanna County
- Wayne County
- Wyoming County

**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 \***

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.

**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 being provided from other sources\*, the total, and a description of the line item. Adjust line item names as needed to reflect project request. \*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.