



## 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.

The Foundation is in the process of adopting an online grant application that will be accessed through the Foundation's website. In the interim, complete proposals can be submitted via email to [ifoley@mosestaylorfoundation.org](mailto:ifoley@mosestaylorfoundation.org).

- 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, Capacity Building)
  - Type of Support (Operating, Program, Capital)
  - 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.

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

\*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.

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

