

# MFEC Mini-Grants

## Statement of Purpose

The purpose of the Montana Financial Education Coalition (MFEC) mini-grant program is to support MFEC's mission: to promote the development of personal financial skills of Montana residents of all ages. Mini-grants are awarded solely at the discretion of the MFEC Board of Directors and are subject to the availability of funds in the MFEC's annual operating budget.

## Mini-grants

### Introduction:

The current focus of the mini-grant awards is financial literacy that impact high-needs populations and creates a best-practice or tool that is replicable. This focus may change from time to time and will be reviewed by the Board of Directors each year. The Board of Directors has the discretion to allow funding of mini-grant requests that do not fit into the current focus, if they support the mission of MFEC.

Funds will be granted to individuals representing an organization for the support of a specific purpose, project, or program. Unused funds must be returned to MFEC with the MFEC Grant Performance Report in Appendix C.

### Deadline:

The deadline for the submission of mini-grant applications is May 15. *The deadline is subject to change during any year in which the MFEC holds its biennial Conference.* Applications are reviewed on a first-come, first-served basis. Applicants should familiarize themselves with the Grant Process Overview to determine the most appropriate time for the organization's representatives to complete an application. The MFEC Mini-Grant application form is contained in Appendix A and is available on the MFEC website at <http://www.mtmfec.org/programs-and-initiatives/minigrants/>.

### Selection Process:

- Applicants must submit a complete mini-grant application by the deadline of May 15.
- MFEC Executive Leadership will initially evaluate the mini-grant applications and make recommendations to the Board of Directors. The evaluation is based on the review criteria set forth in Appendix B.
- The Board of Directors will vote to approve mini-grant applications at their quarterly board meetings. For applications submitted by May 15, this should occur at the quarterly Board meeting held in June.

- An applicant will be notified by email regarding grant decision within 30 days of a vote by the Board of Directors.
- Mini-grant funds will be paid to Grant Recipients via check per the funding date noted in the mini-grant application.
- A mini-grant recipient must submit a grant performance report to the MFEC by December 31. The grant recipients should include pictures and narrative for the MFEC website and/or social media promotion of grant project. (Note: The grant recipient is responsible for obtaining the proper releases for people in photos.)
- Grant performance reports are reviewed by the Directors during quarterly Board meetings.

**Grant Application Requirements:** The following are the components included in the application:

1. **Individual contact’s name, email address and phone number. Organization name and address.**
2. **Requested Grant Amount** – The maximum amount of any mini-grant is \$750.
3. **Requested Funding Date** –Indicate whether the mini-grant would be needed by a specific date.
4. **Event Date** (optional) – If the funding is to be used for a specific event, provide the event date.
5. **Executive Summary** – Include a brief synopsis of the goals and objectives of the grant proposal. Include a profile of organization. Include a timeline for your project outlining specific dates.
6. **Target Population** – Describe the target population and geographic location to benefit from the grant. Indicate the number of persons you expect to be served.
7. **Educational Method** – Include information about the method and a description of staff who will be delivering the program.
8. **Budget and Budget Justification** – Include an itemized cost estimate for your project. Attach a separate page if necessary. If MFEC is not able to offer full funding, a portion may be granted. Actual costs are to be reported in your Grant Performance Report.

Item	Cost
	\$
	\$
	\$
	\$
	\$
<b>Total Cost</b>	\$
MFEC Funding Request	\$

**NOTE: Reporting Requirements** – By accepting MFEC funds, you agree to acknowledge MFEC funding, submit a Grant Performance Report (including photographs and quotes) by December 31.

9. **Attachments** – If applicable to the project, attach letters of support and/or commitment of resources from partner organizations.

### **Expanded Guidelines**

- An applicant cannot use grant funds to make a profit.
- MFEC funds may not be used to pay indirect costs, facility, or administration fees.
- An applicant must be associated with a non-profit (with an emphasis placed on education) and be community-based.
- An applicant may be a member of the MFEC Board of Directors, but that Director may not vote on any application personally submitted.
- Projects must have clearly defined, measurable and achievable goals and objectives.
- An applicant must provide a summary of how the project met the goals of the grant and the number of people reached.
- Funds cannot be used as a cash donation directly to a third-party organization.

## **Appendix A: MFEC Mini-Grant Application**

**Note:** Review the Grant Guidelines prior to submitting this application.

**Application Date:**

**Name of Organization:**

**Individual Contact Name:**

**Address:**

**E-mail address:**

**Phone number:**

**Requested Grant Amount:**

**Requested Funding Date:**

**Event Date (if applicable):**

**Executive Summary:** (Include a brief synopsis of the goals and objectives of the grant proposal and profile of your non-profit organization. Include a timeline for your project outlining specific dates):

**Target Population:** Describe the target population and geographic location that will benefit from the grant. How many persons are expected to be served?

**Educational Method:** Describe how the education will be delivered and include a description of staff who will be delivering the program.

**Budget and Budget Justification:** Include an itemized cost estimate for your project. Attach a separate page if necessary. If MFEC is not able to offer full funding, a portion may be awarded. You will be required to report actual costs in your Grant Performance Report. Unused funds must be returned with your Grant Performance Report.

Item	Cost
	\$
	\$
	\$
	\$
	\$
<b>Total Cost</b>	\$
MFEC Funding Request	\$

**Attachments:** If applicable to the project, attach letters of support and/or commitment of resources from partner organizations.

**Reporting Requirements:** By accepting MFEC funds, you agree to acknowledge MFEC funding, submit a Grant Performance Report, including photographs and quotes, by December 31. The grant recipient is responsible for obtaining the proper releases for people who appear in photos.

Please submit by **email** to [cromano@mt.gov](mailto:cromano@mt.gov) or by **mail** to:  
MFEC  
PO Box 200546  
Helena, MT 59620-0546

## Appendix B: MFEC Mini-Grant Proposal Review Criteria:

1. How well does the proposal address MFEC goals related to promoting the development of personal financial literacy skills? (20 points)
2. How well does the proposal address a high-need target population? (20 points)
3. How well does the project have clearly defined, measurable, and achievable goals? (20 points)
4. How is the proposed budget justifiable? (20 points)
5. How complete is the application, including any appropriate attachments? (20 points)
6. Did the applicant attend a recent MFEC Conference? This only applies if the mini-grant submission deadline coincides with a recent MFEC Conference (Bonus 10 points).

Criteria	Maximum Value	Actual Value
1. How well does the proposal address MFEC goals related to promoting the development of personal financial literacy skills?	20	
2. How well does the proposal address a high-need target population?	20	
3. How well does the project have clearly defined, measurable, and achievable goals?	20	
4. How is the proposed budget justifiable?	20	
5. How complete is the application, including any appropriate attachments?	20	
<b>Total</b>	100	
Bonus: Only applicable if the mini-grant submission deadline coincides with a recent MFEC Conference:		
Did the applicant attend the recent MFEC Conference?	10	
<b>Total</b>	110	

## Appendix C: MFEC Grant Performance Report

**Name of Organization:**

**Individual Contact Name:**

**Address:**

**E-mail address:**

**Phone number:**

Please provide a brief **summary** of the project status and/or accomplishments (summary may include accomplishments or a statement whether project goals and objectives were achieved):

Please identify **how many individuals** attended or were impacted by the project or event or which you used the mini-grant:

Please note any **additional metrics** that you have used to measure the success of your project or event:

Please confirm whether all the **funds** awarded by your MFEC mini-grant have been fully utilized for the purpose identified in your original grant application:

If not, please identify what amount from the grant has not been utilized (Note that any unused funds shall be returned to the MFEC with this report):

Please email the MFEC any photographs from your event. These photos may be placed on the MFEC website and/or promotional materials.