

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 |
|----------------------|------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Total Cost | \$ |
| 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 jhuff@botr.bank 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 | |
| Total | 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 | |
| Total | 110 | |