



UNITED WAY OF METROPOLITAN DALLAS

REQUEST FOR PROPOSALS NONPROFIT ASSISTANCE PROGRAM (NAP)

Deadline:

**November 10, 2023, by 5:00 pm Central Time Zone
(Submitted Online)**

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PURPOSE OF THIS REQUEST FOR PROPOSALS

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The purpose of the Nonprofit Assistance Program is to provide financial support in the form of a grant for operational expenses or demonstrated loss of income to nonprofit organizations. Expenses can include, but are not limited to expenses such as rent, utilities, staff salaries and benefits, cleaning supplies, and program supplies incurred or to be incurred between March 3, 2021, and December 31, 2024. The expenses must have resulted from the COVID-19 pandemic and/or in response to needs caused by the pandemic.

STAFF CONTACT LIST

The Community Impact Team at United Way of Metropolitan Dallas is responsible for implementing the NAP process and is available to be contacted by email during the application period.

Title	Staff Person	Email
Executive Director of Housing Stability & Senior Vice President of Community Impact	Ashley Brundage	abrundage@unitedwaydallas.org
Senior Director, Community Impact Grantmaking	Mark Pollack	mpollack@unitedwaydallas.org
Senior Administrative Assistant	Alicia Crews	acrews@unitedwaydallas.org

NONPROFIT ASSISTANCE PROGRAM ELIGIBILITY REQUIREMENTS

NONPROFIT ASSISTANCE PROGRAM ELIGIBILITY REQUIREMENTS

The Nonprofit Assistance Program (NAP) has a number of specific eligibility requirements that must be met for a nonprofit organization to apply and potentially be awarded a grant. Those requirements are detailed below:

- Must be a nonprofit organization with registered 501(c)3 tax exempt status
- Must be officially registered with the State of Texas
- Must be physically located and operating in the City of Dallas
- Must be serving residents of the City of Dallas by providing direct-to-client social services (i.e. health, economic security, safety and well-being, education, or social justice) to low-to moderate- income individuals
- Must be current on applicable City taxes
- The organization must not primarily or solely provide scholarships
- The organization must have been in existence prior to March 1, 2018. The date of existence is the date taken directly from the organization's IRS Determination Letter

If all these eligibility requirements are met, then an organization is eligible to apply for the Nonprofit Assistance Program.

NONPROFIT ASSISTANCE PROGRAM PROCESS

APPLICATION LIMIT

For NAP, each organization can submit ONE APPLICATION. The maximum request for NAP is \$50,000.00 and by extension, the maximum grant award is \$50,000.00.

OVERVIEW OF PROCESS

There are four general steps in the NAP process and the process begins with applicants submitting the Nonprofit Assistance Program Application:

1. NAP Application Submission and Initial Review
2. NAP Application Detailed Review
3. Funding Recommendation
4. Funding Approval

Each of the above steps are described in more detail below:

1. NAP Application Submission and Initial Review

After a NAP Application is submitted, United Way of Metropolitan Dallas staff will conduct an initial review of applicants to determine eligibility and alignment to the Nonprofit Assistance Program goals.

2. NAP Application Detailed Review

Applications that meet the requirements of the initial review will then receive a more thorough review using the evaluation rubric included in this RFP. Applicants located within communities of concentrated poverty and/or that primarily or exclusively serve such communities and/or clients experiencing poverty will be prioritized.

3. Funding Recommendation

UWMD staff will make a final recommendation of applications to be awarded a NAP grant to staff at the City of Dallas for approval.

4. Funding Approval

Upon final approval, United Way of Metropolitan Dallas will communicate with awarded applicants via email. The notification will include instructions to receive award payment and reporting that is required as a result of receiving a grant.

CHANGES IN REPORTED INFORMATION

If reported information changes during the Nonprofit Assistance Program application process (after submission of the application but before funding has been awarded), the organization must submit email notification to UWMD immediately after the organization becomes aware of the change that explains what the change has been, why the change was made, and what the effect of the change is on the application that is being evaluated. Please direct such communication to Mark Pollack, Senior Director, Community Impact Grantmaking, at mpollack@unitedwaydallas.org.

REQUIRED REPORTING

If an applicant receives a grant from the Nonprofit Assistance Program, United Way of Metropolitan Dallas requires an annual report after one-year from when the grant is accepted by the grantee to be completed. The grant report will include:

1. Total number of clients served in last year
2. Updated financial documentation
3. Brief explanation of how and/or whether a Nonprofit Assistance Program grant affected the financial stability of the organization.
4. Updated Independent Audit (if available)

SURVEY MONKEY APPLY ONLINE APPLICATION SYSTEM

The Nonprofit Assistance Program Application must be submitted through Survey Monkey Apply; the online grant application system used by United Way of Metropolitan Dallas. All applicants must register online and create an account in order to submit their application. If an applicant already has an account in the system, they can continue to use that account for this application.

If there is a discrepancy in language between this RFP and that found in the online application, default to the language used in the online application.

Logging into Survey Monkey Apply

Applying organizations will access or create their Survey Monkey Apply account by using this direct link to the login screen:

https://unitedwaydallas.smapply.io/prog/2023-2024_city_of_dallas_nonprofit_assistance_program

1. For a first-time user, please follow these steps:
 - i. Select “Register as an individual”
 - ii. Complete the requested information and select “Create an Account”
 - iii. Once you submit your registration, you will receive an email from the Survey Monkey Apply grant system asking you to confirm your registration.
 - iv. Follow the instructions on that message to finalize your login and gain access to the grant system
2. For returning users:
 - i. Select the “Log In” link at the top right of the screen
 - ii. Enter your email and password and select “Log In”
 - iii. If you have forgotten your password, use the “Forgot Your Password?” function to reset it.

Edits of Applications Once Submitted

If an application has been submitted, but the deadline has not passed, applicants have the ability to reopen a submitted application and make any necessary changes. If an application has been submitted and the deadline has passed, please see the instructions in the “Changes in Reported Information” section.

Saving and Printing the Community Impact Grant Application

When viewing your application in the Survey Monkey Apply grant system, there is a button that is three dots generally at the top right of the screen. If you select that button you are presented with the option to download the application. Select the download option and your application will be downloaded. Once it is downloaded you can save and/or print the application as you need.

Note: Printed applications ARE NOT REQUIRED NOR ACCEPTED BY United Way of Metropolitan Dallas.

We have included a list of Frequently Asked Questions about Survey Monkey Apply on page 19. If you still have questions regarding how to navigate Survey Monkey Apply after reviewing both of these resources, contact Mark Pollack at 214-978-2012 or mpollack@unitedwaydallas.org.

TIMELINE

NONPROFIT ASSISTANCE PROGRAM RFP RELEASE

Monday, October 9, 2023

NONPROFIT ASSISTANCE PROGRAM ORIENTATION SESSIONS

Zoom sessions held on October 12th and 17th (details on following page)

APPLICATION DEADLINE

November 10, 2023, by 5:00 p.m. (Submitted Online Only)

APPLICATION REVIEW

Applications will be reviewed from November 2023 through January 2024.

GRANT NOTIFICATION

After the review, applications selected for funding will be notified from January through March 2024. All applicants will receive notice once all awarded grant notifications have been made.

NONPROFIT ASSISTANCE PROGRAM REPORTING REQUIREMENTS

If an applicant is selected for funding through the Nonprofit Assistance Program, United Way of Metropolitan Dallas requires an annual report after one year from when the grant is accepted by the grantee. Reports will be completed online and will consist of information related to clients served, updated financial documentation, and a brief narrative explanation of how an awarded grant affected the financial stability of the organization.

ORIENTATION SESSIONS

NONPROFIT ASSISTANCE PROGRAM APPLICATION ORIENTATION SESSIONS

In the application orientation sessions, United Way staff will provide an explanation of the Nonprofit Assistance Program process and application. There will also be an opportunity for general questions to be answered. For this RFP, the application orientation sessions will be conducted virtually, and each session is a duplicate of the other. **Please have a copy of the RFP to reference during the application orientation.** Application orientation sessions are optional, and a recording of the session will be available online after both sessions are held.

RSVP for a virtual orientation session listed below:

Option 1:

Thursday, October 12, 2023

2:00 p.m. – 3:00 p.m.

Zoom

RSVP using the link below:

<https://us02web.zoom.us/meeting/register/tZAsd-2srj0oHtYyqqc4uWy172KpJuBRVg1B>

Option 2:

Tuesday, October 17, 2023

9:30 a.m. – 10:30 a.m.

Zoom

RSVP using the link below:

<https://us02web.zoom.us/meeting/register/tZMscOitrDltHtcJSpnzKGFotdJd7A6lsIT1>

FUNDING ACCEPTANCE

If an application is selected for a Nonprofit Assistance Program grant – either partially or fully funded – the applicant will receive the following documents:

- Funding Notification Letter
- Nonprofit Assistance Program (NAP) Grant Contract
- Annual report information

By executing the Nonprofit Assistance Program (NAP) Grant Contract, the grantee accepts the awarded funding detailed in the Funding Letter. In order for the grantee to receive the awarded funds, the grantee must agree to all requirements for the accepted award, as outlined in the Nonprofit Assistance Program Grant Contract. The Grant Contract must be signed and dated by the Service Provider's President/CEO/Executive Director. **United Way uses an electronic signature system (DocuSign) to distribute and execute contracts.**

If the grantee elects to decline funding, an email communicating declined funding should be sent to:

Mark Pollack
Senior Director, Community Impact Grantmaking
United Way of Metropolitan Dallas
mpollack@unitedwaydallas.org

NONPROFIT ASSISTANCE PROGRAM APPLICATION

Below are directions and questions for the Nonprofit Assistance Program Application. This document cannot be submitted as your official Nonprofit Assistance Program Application and must be submitted online using the Survey Monkey Apply grant system.

If there is a discrepancy in language between this RFP and that found in the online application, default to the language used in the online application.

BASIC ORGANIZATION INFORMATION AND ELIGIBILITY VERIFICATION

Organization Name: _____

Doing Business As (if applicable): _____

Main Phone Number: _____

Organization EIN/Tax ID Number: _____

Enter the date the organization was founded: _____

In order to be eligible for the Nonprofit Assistance Program, the organization must have been in existence prior to March 1, 2018. The date entered in this answer is required to be the date taken directly from the organization's IRS Determination Letter.

Enter the organization's physical address: _____

In order to qualify for the Nonprofit Assistance Program, the address of the administrative headquarters or local administrative headquarters must be within the City of Dallas. Organizations that provide services to City of Dallas residents, but whose headquarters are located outside of the City of Dallas, are not eligible for this application.

Using the organization's physical address entered above, please identify the City of Dallas Council District that your organization is located in: _____

*The City of Dallas has an online map for searching for City Council Districts by address:
<https://gis.dallascityhall.com/cityinfo/>*

Does your organization serve residents of Dallas, Texas by providing direct-to-client social services (i.e., health, economic security, safety and well-being, education, or social justice) to low- to moderate- income individuals?

Yes: _____

No: _____ (If No, the organization is not eligible to apply for the Nonprofit Assistance Program)

Does your organization primarily or solely provide scholarships?

Yes: _____ (If Yes, the organization is not eligible to apply for the Nonprofit Assistance Program)
No: _____

Is your organization current on applicable City of Dallas taxes?

To confirm if your organization is current on applicable City of Dallas taxes, please search this website https://www.dallasact.com/act_webdev/dallas/searchbyproperty.jsp

Yes: _____
No: _____ (If No, the organization is not eligible to apply for the Nonprofit Assistance Program)

Application Certification:

By selecting the checkbox below, your organization verifies that all of the responses provided in the Basic Organization Information and Eligibility Verification section are accurate and that your organization is eligible to apply for this grant.

I affirm the information entered above is accurate: _____

BEFORE PROGRESSING FURTHER IN THE APPLICATION PLEASE REVIEW YOUR RESPONSES AND CONFIRM WHETHER OR NOT YOUR ORGANIZATION IS ELIGIBLE FOR THE NONPROFIT ASSISTANCE PROGRAM. APPLICATIONS SUBMITTED BY ORGANIZATIONS NOT ELIGIBLE FOR FUNDING WILL NOT BE REVIEWED AND WILL NOT BE ELIGIBLE FOR GRANT AWARDS.

ADDITIONAL ORGANIZATION DETAILS

Primary Mailing Street Address: _____

City: _____

State: _____

Zip Code: _____

Organization Website: _____

CONTACT INFORMATION

Please enter the contact information for the individuals listed below.

CEO or Executive Director Contact Information

Salutation: _____

First Name: _____

Last Name: _____

Title: _____

Phone Number: _____
Email Address: _____

Primary Contact for Application Information

Please enter the contact information for the person who will be responsible for handling all communication specific to this application. This can be the same as the CEO or Executive Director contact.

Salutation: _____
First Name: _____
Last Name: _____
Title: _____
Phone Number: _____
Email Address: _____

PROGRAM SERVICES

Organization Mission: _____

Please provide your organization's mission. (1,500 characters)

Program Description: _____

Please describe the primary services and programming delivered to your clients by your organizations. (3,000 characters)

Geographic Service Area Description: _____

As specifically as possible, please describe the geographical area where you provide services (examples could include, city, school district, neighborhood, zip codes). (2,500 characters)

Please list the top five zip codes of where clients who are receiving the services described in this application reside. Applicants can list less than five zip codes if services are provided in a narrow geographic area.

Enter up to five zip codes in descending order with the zip code where the highest number of clients reside listed first. If the resident zip code for clients is unknown or that information is not collected, please select that option:

Zip Code 1: _____
Zip Code 2: _____
Zip Code 3: _____
Zip Code 4: _____
Zip Code 5: _____
Zip Code Unknown: _____

REQUEST AMOUNT

In this section, enter expenses or loss of income resulting from the COVID-19 pandemic. Each applicant will be able to include up to 10 separate expenses or losses of income that, when combined, should not add up to more than the maximum request amount. The maximum request amount and award amount is \$50,000 per organization.

Expenses

Any expenses must have been or will be incurred between March 3, 2021 and December 31, 2024. Expenses are for operational expenses including, but not limited to, expenses such as rent, utilities, staff salaries and benefits, cleaning supplies, and program supplies resulting from COVID-19 and/or in response to needs caused by the pandemic.

If expenses are a projection that will occur between the deadline of this application (November 10, 2023) and December 31, 2024, they must be projections of costs that are regular and consistent operations expenses (such as a lease payment for a facility). Expenses must be substantiated by both a document that states the expense (such as an invoice or ledger entry) and evidence that the invoice or expense was actually paid by the organization (or has ongoing payments for projected expenses).

Loss of Income

Any loss of income must have been incurred since March 3, 2021. Examples include: specific loss of revenue associated with an annual fundraising event, reduction of fee-for-services or earned income activity, or loss of specific grant funding tied to reduced or eliminated program activities. For loss of income related to fundraising events, two years of history for this event or one very similar must be provided to substantiate the typical results of the fundraising event that occurred prior to March 3, 2021. The information should be provided in a memo with a detailed explanation including the fundraising comparisons.

Expense or Loss of Income 1:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 1. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 2:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 2. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 3:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 3. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 4:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 4. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 5:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 5. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 6:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 6. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 7:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 7. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 8:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 8. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 9:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 9. The uploaded supporting documentation should match the amount listed above.

Expense or Loss of Income 10:

Please provide a description of the expense or loss of income (1,500 characters): _____

Please describe how this expense or loss of income is resulting from the COVID-19 pandemic or in response to needs caused by the pandemic (1,500 characters): _____

Dollar Value of Expense or Loss of Income: _____

Date of Expense or Loss of Income: _____

Please upload supporting documentation for Expense or Loss of Income 10. The uploaded supporting documentation should match the amount listed above.

Total Grant Request Amount: _____

Please indicate the **total** dollar amount being requested from the Expense(s) and/or Loss of Income listed above. **The maximum grant award and request amount is \$50,000.00.**

APPLICATION DOCUMENTS

REQUIRED APPLICATION DOCUMENTS

All organizations that are applying for a Nonprofit Assistance Program grant will need to upload the documents listed in this section of the application.

a. **Board of Directors Roster** – Most current roster of your Board of Directors indicating the following:

- Name
- Company Relationship (if applicable)
- Officer Role (if applicable)
- Committee Membership (if applicable)
- Board Tenure
- Gender
- Race/Ethnicity
- Professional Field/Occupation

b. **Minutes of the most recent Board of Directors meeting** – Upload the minutes of the most recent Board of Directors meeting.

c. **IRS Determination Letter** – Most recent IRS determination letter. The IRS determination letter must document proof of the organization's existence on or before March 1, 2018.

d. **Copy of Articles of Incorporation, By-Laws** – Upload a copy of the organization's Articles of Incorporation and By-Laws

e. **Organization Chart** – Upload the organization's organization chart. The chart only needs to list position titles (no names required)

f. **Current Year Operating Budget (Revenue and Expenses) and Year-to-Date Financials** – Upload the organization's most current board-approved operating budget and include year-to-date financials.

OPTIONAL APPLICATION DOCUMENT

g. **Independent Audit** – If your organization has an independent audit, please upload the most current version here. This document is not a requirement to apply for funding nor to be awarded a NAP grant.

SURVEY MONKEY APPLY FREQUENTLY ASKED QUESTIONS

Q: My password for accessing the Survey Monkey Apply grant website is not working. What should I do?

A: Use the password reset function on the Survey Monkey Apply login page. Click the “Forgot your password?” link and follow the instructions to reset your password. The UWMD system administrator cannot tell you what your password is due to security settings. You will receive an email to reset the password. If this email is not received check your junk mail or company spam filters.

Q: I have a question or technical issue with using Survey Monkey Apply. What do I do?

A: Survey Monkey Apply provides support to applicants using the grant system. In the top right corner of the screen, you will find an icon that is black circle with a lowercase “i” inside of it with a drop-down arrow. Select the drop-down arrow and several options will appear to provide assistance. This assistance is also available prior to logging into the system if necessary.

Q: Do spaces and hard returns count in the character/space limit?

A: Yes, spaces and hard returns are counted in the character/space limit.

Q: How can other staff or volunteers have access to view or edit the application?

A: The Survey Monkey Apply grant system allows for multiple individuals to have access to the application to either view and/or edit the application. Once an application is created the initial user has the opportunity to “Add Collaborator(s)” who can view or view and edit the application. On the home screen of the application the user can select the “Add Collaborator” button which opens a screen allowing for the email addresses of individuals who need to join as a collaborator to be added. The user also has the option to enter a brief message. Once that invitation is sent the recipient will receive a message and can access the application either through an existing account or will be asked to create a new account in the system before accessing the application. If this email is not received check your junk mail or company spam filters.

Q: I input data into the application the last time I logged in and now the information is missing. What happened?

A: You should ALWAYS click Save and Continue Editing before closing an application; otherwise, you will lose the information/data you just entered. You may have to enter space holder information in required fields in order for the system to allow you to save.

Q: I am trying to save the application, but it will not allow me to. Why is this occurring?

A: Scroll through your entire form and see if there are any error messages in red letters or required fields that do not have any response entered. If there are, make sure those errors are corrected and then try saving again. If you are over the character limit, the system will not allow you to save and leave a form.

Q: I am trying to enter data into a section of the application I've already "Marked as Complete", but it will not allow me to. Why is this occurring?

A: Once you have a section that has been "Marked as Complete" you are unable to make changes unless you click the "Edit" button. To reopen a section of the application that has been "Marked as Complete", click on the section on the left menu and then on the right side of the section where you enter responses there is a button that is 3 dots. Select that button and then select Edit. This action reopens the section and allows you to make any changes. To recomplete the section, you will have to scroll to the bottom and select "Mark as Complete".

Q: The data I entered has changed since the last time I logged on. How did this happen?

A: If more than one staff person at your organization has access to the online application system, it is likely that another Organization staff person has modified the grant application. If you are working with another Organization staff person to complete a specific application, please make each other aware when you have accessed an application and made revisions.

Q: How do I review my full application prior to submitting it?

A: Once all the application sections have been "Marked as Complete" you have the option to fully submit the actual application. To the left of the blue "Submit" button there is a gray "Review" button. Click the Review button and it allows you to review the entire application. You are also presented with an option to Download the entire application should you want to. Once your review is complete it can be submitted within this screen, or you can return to the application to make any needed changes or submit.

Q: What is the easiest way to download a copy of my application in order to print it or save it for our records?

A: When viewing your application in the Survey Monkey Apply grant system, there is a button that is three dots generally at the top right of the screen. If you select that button you are presented with the option to download. Select the download option and your application will be downloaded.

EVALUATION RUBRIC NONPROFIT ASSISTANCE PROGRAM APPLICATION

The Initial Review Checklist will be completed once the application deadline has passed. If the response to any question does not meet the eligibility requirements, then the application is not eligible for funding and will not be reviewed further for grant award.

Initial Review Checklist			
Question	Yes	No	Comments
Is the organization a registered 501(c)3 nonprofit?			
Was the organization founded prior to March 1, 2018?			
Is the nonprofit organization located in the City of Dallas?			
Does the organization serve residents of Dallas, Texas by providing direct-to-client social services (i.e., health, economic security, safety and well-being, education, or social justice) to low- to moderate- income individuals?			
Does the organization primarily or solely provide scholarships?			
Is the organization current on applicable City of Dallas taxes?			

Detailed Staff Review Form			
Question	Yes	No	Comments
Does the response to the question, "List up to five zip codes that will be most impacted by the services your organization provides" align with the Qualified Census Tracts in the City of Dallas.			

Question	Yes	No	Maybe	Comments
Expense/Income Lost 1 Does the description and uploaded documentation associated with Expense/Income Lost 1 meet the requirements for funding?				
Expense/Income Lost 1 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				

Expense/Income Lost 2 Does the description and uploaded documentation associated with Expense/Income Lost 2 meet the requirements for funding?				
Expense/Income Lost 2 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				
Expense/Income Lost 3 Does the description and uploaded documentation associated with Expense/Income Lost 3 meet the requirements for funding?				
Expense/Income Lost 3 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				
Expense/Income Lost 4 Does the description and uploaded documentation associated with Expense/Income Lost 4 meet the requirements for funding?				
Expense/Income Lost 4 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				
Expense/Income Lost 5 Does the description and uploaded documentation associated with Expense/Income Lost 5 meet the requirements for funding?				
Expense/Income Lost 5 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				
Expense/Income Lost 6 Does the description and uploaded documentation associated with Expense/Income Lost 6 meet the requirements for funding?				
Expense/Income Lost 6 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				
Expense/Income Lost 7 Does the description and uploaded documentation associated with Expense/Income Lost 7 meet the requirements for funding?				
Expense/Income Lost 7 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				
Expense/Income Lost 8 Does the description and uploaded documentation associated with Expense/Income Lost 8 meet the requirements for funding?				
Expense/Income Lost 8 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				
Expense/Income Lost 9				

Does the description and uploaded documentation associated with Expense/Income Lost 9 meet the requirements for funding?				
Expense/Income Lost 9 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				
Expense/Income Lost 10 Does the description and uploaded documentation associated with Expense/Income Lost 10 meet the requirements for funding?				
Expense/Income Lost 10 Did the expense incurred or income lost take place between March 3, 2021 and December 31, 2024.				

Question	Award Recommendation
<p>Based on the information provided above, please enter a grant award recommendation.</p> <p><i>*If the recommended amount exceeds \$50,000 it will be capped at \$50,000 as that is the maximum grant award allowed.</i></p>	