Standard Application Process

Medina Foundation

Overview

- *To preview questions (in Word or PDF format), view the **Sample Documents** page on our website.*

- *To return later to finish or submit your request, click "Save" at the bottom of the form.*

- *To preview the form questions, click the "Question List" PDF button at top right.*

- *To preview the form prior to submission or save a copy, click the "Print Packet" PDF button at top right.*

- *To invite others to work on this form, click "**Collaborate**" button at top right (in blue). Collaborator Feature: Video Tutorial and Written Tutorial*

- ***You may also submit your final report in an alternate format via attachment** (see below).*

The Medina Foundation is pleased to support your work. As stated in the initial grant contract, we ask that you complete this status report one year after receiving a grant. Our hope is that this is an opportunity to share your outcomes and successes as well as challenges over the year. Your input helps inform our grantmaking as we continue to learn and work together.

Please note: 1) **Status reports must be submitted before any requests for further funding will be considered.** 2) We encourage you to keep your answers as concise as possible, in consideration of your time and resources. 3) Please save your resources--do not send additional information such as DVDs, pamphlets, photos, etc. If you need to share any additional information outside the scope of this report, please feel free to contact us.

Alternate Format:

Note: The questions below are our standard final report format. In response to applicant feedback and to help streamline our processes, we can also accept a final report prepared for another funder, or other written status update, if you prefer. <ins>Please upload below if you would like to use this option instead of our report form.</ins> You only need to submit one or the other.

File Size Limit: 15 MB

Grant specifics

Project Name
Character Limit: 100

Amount Awarded
Character Limit: 20

Decision Date
Character Limit: 10

Funding Type
Choices
General Operating
Project Support
Capital Campaign
General Operating + Capital

Name of Executive Director
at the time of the request

Character Limit: 100

Primary Geographic Area
Choices
Clallam County
Grays Harbor County
Island County
Jefferson County
King County
Kitsap County
Mason County
Pacific County
Pierce County
San Juan County
Skagit County
Snohomish County
Thurston County
Whatcom County

Secondary Geographic Area
If your organization provides services in more than one county, please select the county in which your organization provides the most services after the primary county.

Choices
Clallam County
Grays Harbor County
Island County
Jefferson County
King County
Kitsap County
Mason County
Pacific County

Pierce County
San Juan County
Skagit County
Snohomish County
Thurston County
Whatcom County

Planned Objectives vs. Actual Outcomes

In response to feedback, we have made some changes to our forms. While we do not expect you to use the maximum character limits (note: character limits do include spaces), most responses have been given the maximum allowable count to save you time editing. Please be brief with your answers, for the sake of your time and ours, and feel free to use bullet points or short answers. If information has been covered in a prior question, you can refer to previous answers. Please do not repeat information. Most answers are expected to fall between 1-2 short paragraphs.

Project Description

This is how you described your original plan and objectives, as stated in your grant request. Consider the projected outcomes when considering the following question.

Character Limit: 10000

Please provide an overall assessment of the progress you have made toward your desired objectives.

How do you feel your work is going? Are there goals that you have met or surpassed, or needs left unmet? Have there been any major issues or challenges your organization has faced in the past year?

Character Limit: 10000

Describe a "bright spot" from the past year of your operations.

This is your chance to brag about any particular successes, or highlight a story that you would like to share.

Character Limit: 10000

Planned vs. Actual Income & Expenses

Organization Budget

This is the operating budget you included in your original application.

Character Limit: 20

Project Budget

If your application was for a specific project or program, this was the project or program budget you provided.   If you applied for general operating funds, this will be zero.

Character Limit: 20

Financial Narrative

As you reflect on your organization's finances over the past year, are there any surprises or challenges that stand out?

(To view the original budget template you submitted in your application, return to your user dashboard and click "View Organization History", then click "View Application" for the most recent grant request.)

Character Limit: 10000

How are your actual Project or Capital income and expenses aligning with your original plan?

(Please skip if your grant was for General Operating expenses.)

Character Limit: 10000

Big Picture

What are the latest and greatest ideas informing your field? What should we read/learn more about?

We constantly strive to learn and adapt in a changing environment, in order to have the biggest impact possible. We would love for you to point us towards new ideas, people or organizations we should know, or share articles, books or information that have inspired you in the past year.

Character Limit: 10000 | File Size Limit: 10 MB

Big idea question

New ideas or innovations

Is there something that your organization is working on that is a particularly exciting, or a promising new practice or initiative?

Character Limit: 10000

Feedback

How would you rate your overall experience in this grantmaking process?*

On a scale of 1 to 7, with 1 = "Extremely Negative Experience" and 7 = "Extremely Positive Experience"

Scoring Options: 1 - 7 or N/A

Comments / Final Report feedback

Please share any comments or suggestions for improvement of our overall processes and interactions with applicants. Your feedback is highly valued in considering our grantmaking practices, and is not used to evaluate future requests.

To provide feedback anonymously, please take our brief survey here or submit a review on GrantAdvisor.org.

Staff reviews feedback periodically and makes adjustments to our instructions, processes, and website accordingly. Please check our E-Grant System FAQs, General FAQs, and medinafoundation.org/feedback for updates. **If you would like to discuss any feedback, or have questions, please call us at 206-652-8783 or email alexia@medinafoundation.org.**

Character Limit: 5000