

Standard Application Process

Medina Foundation

Overview

- *Please note that character limits include spaces.*
- *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*

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.

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 Program Area

Please choose the primary program area addressed in this application.

Choices

Economic Opportunity
Education
Family Support
Housing & Homelessness
Hunger
Youth Development
Other

Sub Program Area

Choices

Economic Opportunity-Financial Literacy
Economic Opportunity-Skills Building/Employment
Education-Adult
Education-Youth
Family Support-Basic Needs
Family Support-Birth to Three
Family Support-Child Welfare
Family Support-Disabilities
Family Support-Domestic Violence
Family Support-Military Community
Family Support-Multi-Service
Family Support-Sex Trafficking
Family Support-Substance Abuse
Food Programs-Distribution/Redistribution
Food Programs-Food Bank
Food Programs-Meal Program
Housing & Homelessness-Family
Housing & Homelessness-Mixed
Housing & Homelessness-Single Adult
Housing & Homelessness-Youth
Youth Development-Mentoring
Youth Development-Out of School Time/Enrichment

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

Staff Notes

Character Limit: 10000

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, 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

Demographic Data Collection

Demographic Data Collection

We are interested in learning what we can from the data collected by our grantee partners. **The following information is optional and will not be used to evaluate this grant, or make any future grant decisions.** We hope to learn how organizations are collecting demographic data (if at all), what data is being collected, and the most common taxonomies (categories) used.

Clients Served

If you currently collect demographic data on the **people you serve**, please enter your most recent data below, and/or attach a PDF, Word, or Excel document. **This may include race/ethnicity, gender, age, income, or any other aggregated data on the population served by your program(s).** Feel free to provide any clarifying comments or thoughts on your approach to demographic data collection, how you have used this information, any challenges you've had in collecting data, etc.

Character Limit: 3000 | File Size Limit: 10 MB

Client Demographics Collected?

Choices

Yes

No

Race/ethnicity

Gender

Age

Income level

Ability

Other
Did not report

Client demographics

Briefly describe the information already being collected, or not, by the organization

Character Limit: 250

Leadership/Board

If you currently collect demographic data on your **staff and board leadership**, please enter the most recent data below, and/or attach as a PDF, Word, or Excel document. Feel free to provide any clarifying comments or thoughts on why you collect this data (or why you do not), any challenges in collecting data, etc.

Character Limit: 2000 | File Size Limit: 5 MB

Leadership Demographics Collected?

Choices

Yes - Staff
Yes - Board
No
Race/ethnicity
Gender
Age
Income level
Ability
Other
Did not report

Leadership Demographics

Briefly describe the demographic data being collected on staff and board of the organization, if any.

Character Limit: 250

Thank you for sharing your data and helping us continue to expand our opportunities to learn from this work.

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

Feedback Filters

(Internal)

Respond = follow up with applicant.

To-Do = take action.

Suggestion = hold, review at 4-6 month intervals; look for common suggestions and consider whether actionable.

Positive = thanks, etc.

Negative = dislikes, etc.

Choices

Respond

To-Do

Suggestion

Positive

Negative

Resolved

Budget Template

Character Limits

Salaries Question