

Grant Application Instructions

Grant Application Deadlines for Spring 2012

Draft Application: Thursday, March 1, 11:59 pm US central time

Final Application: Tuesday, March 13, 11:59 pm US central time

Our Focus

The mission of the Douglas B. Marshall Jr. Family Foundation is to support education and research on all levels. We are especially interested in funding projects that are:

- **Evidence based**, with rigorous research showing that they improve educational outcomes
- **Cost-effective**, so that the highest impact can be achieved at low cost
- **Scalable** in the long term, even if programs are currently at small scale

We also fund projects that contribute to the evidence base on what works to improve educational outcomes, including: applied research; development of new monitoring and evaluation methodologies; and measurement of educational outcomes at a large (national or state-wide) scale. Note, however, that we do not normally support individual research projects unless they have also received funding through a competitive process which includes review by experts in their field.

We expect the majority of our grants to support projects focused in developing countries.

When evaluating applicants, we prioritize organizations with a committed and effective leadership that our foundation could eventually support on multi-year projects (although an initial grant will normally be for a single year).

Our foundation funds both specific projects as well as core support for an organization or division within an organization. If you are requesting core funding for your organization or a division within it, please interpret “project” to mean “organization/division” or “work of the organization/division” throughout the application instructions and forms.

These criteria serve as general guidelines, and we may make exceptions. All our funding decisions are made on a case-by-case basis.

What we look for:

- Projects supported by evidence that they improve educational outcomes
- Projects that will contribute to the evidence base on what works to improve educational outcomes
- Applications that have clearly stated goals, with a credible plan for monitoring progress and evaluating impact, where appropriate
- Projects for which the budget is commensurate with the goals and activities
- Organizations and projects with strong leadership and management teams

Eligibility:

- Applicants must be classified as a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code, and further classified as a public charity within the meaning of Section 509(a) of the Code, or be a governmental unit described in Section 170 of the Code.

The Application Process

The Douglas B. Marshall Jr. Family Foundation will process grant applications in two stages. First, please submit a draft application. Applicants whose draft applications are favorably reviewed will then be invited to submit a revised, final grant application.

Current deadlines for applications can be found at the following URL:

http://dbmjr.org/grant_guidelines.htm

In general, applications will be accepted twice a year in preparation for board meetings in March/April and September/October. Although the specific date will vary from year to year, the deadline for draft applications will generally be in February/March and August/September. Deadlines for submission of revised applications will typically be 1-4 weeks after the deadline for submission of draft applications. Please make sure to submit donor references and all documents requested along with the draft application to ensure that it is considered.

If you have never received a grant from our foundation or are unsure as to whether you should submit a grant application, we recommend that you begin the process with a brief Letter of Inquiry sent via e-mail. The letter should be 2-4 paragraphs long and briefly describe:

- The work of your organization
- The specific project(s) for which you are considering requesting funding from our foundation
- Some context around the problem that your project(s) addresses
- Where the work would take place
- Expected duration of the project.

Please also include a copy of your most recent IRS determination letter (or your fiscal agent's) indicating tax-exempt status. Please send this e-mail to **dbmjrfoundation@gmail.com** and include "Letter of Inquiry" in the subject line.

Funding decisions will typically be communicated within four to six weeks of submission of a full proposal.

Proposals will be accepted at any time of the year, but will (exclusive of exceptional circumstances and by invitation only) be evaluated according to the schedule discussed above.

Grant Application Instructions

1. General Guidelines

- (i) We use the word "project" throughout the application instructions and forms to describe the work that your organization is requesting funding for. If you are requesting core funding for your organization or a division within it, please interpret "project" to mean "organization/division" or "work of the organization/division."
- (ii) You may respond to questions in the grant application form either within the form itself or in a separate document. However, please submit draft and final applications either as Microsoft Word documents or as PDFs. Please submit the budget and budget justification in the Microsoft Excel template provided.
- (iii) A single organization requesting funding for multiple projects should submit separate applications for each project.
- (iv) If you have questions about the process, grant application form or budget template, please send an e-mail to **dbmjrfoundation@gmail.com**, or contact our foundation secretary, Robert Carter, at the following address:

Douglas B. Marshall Jr. Family Foundation

600 Jefferson Street, Suite 310
Houston, Texas 77002

Tel: (713) 651-8806

Fax: (713) 651-2387

E-Mail: rcarter@legacytrust.com

2. Draft Grant Application

Please fill out the Grant Application form that you can find here:

http://dbmjr.org/grant_guidelines.htm

The purpose of the application is to provide us with a brief description of your organization, the context of the problem your project addresses, and the approach that you will use to achieve its goals. The Grant Application form provides instructions for each section. The application form also includes tables to help present a summary of your project as well as suggested maximum lengths for most questions. Please be as clear and concise as possible in your descriptions.

A full project budget and budget request from our foundation will also be required as part of the application.

Our expectation is that the budget, and in particular the total amount of money requested from our foundation, will remain similar between the draft application and the final application. We may allow for budget changes in exceptional circumstances. However, changes to the budget between stages must be agreed upon in writing before the final application is submitted.

The application also requests your organization's details and contact information. If your organization's executive director is not the primary contact person for the purposes of this grant, please list the contact details of the person in your organization who will be responsible for coordinating with the Douglas B. Marshall Jr. Family Foundation.

3. Final Grant Application

If we think, based on a review of your draft application, that there is potential for funding from our foundation, your organization will be invited to submit a revised application. We may ask for more details on specific aspects of your project based

on our review of your concept note. Typical areas where more detail may be requested include: project activities, monitoring and evaluation plan, and budget. We may also ask for more details about your project in any other area. We will be in contact with your organization to ask for more information and discuss revisions, which may range from minimal to significant. This process may take 1-6 weeks, depending on the nature of the project. If we would like to consider your application but have no further questions, we will consider your draft application as your final submission.

4. After your Application is Accepted

If your grant proposal has been accepted, we will send you a grant letter that details the terms of the grant, including reporting requirements. We generally ask for a brief project report every 6 months that describes the progress of the project, budget utilization, and plans for the next reporting period(s).