

# Green Door Fund for Workforce Development & Education Application Guide



We're excited you're interested in applying for the Green Door Fund for Workforce Development & Education (GDF). This Application Preparation Guide is designed to help applicants gather the information, materials, and responses needed before starting the online application through the Greater Fayette Community Foundation.

Applicants are strongly encouraged to first review the Grant Guidelines and FAQ document before beginning an application.

**Applications Open: June 1, 2026**

**Applications Close: June 30, 2026**

## Important Instructions

All proposals must be submitted through the GFCF online application system. This guide outlines the required questions, attachments, and materials needed to complete your submission. We encourage applicants to gather all required documents before beginning the application process.

Applicants are encouraged to prepare draft responses in advance before entering the online application system.

**Please note: Before accessing the full application, all applicants will complete an Eligibility Checklist within the online portal. We strongly encourage organizations to review the eligibility requirements outlined in the Grant Guidelines before preparing application materials to ensure alignment with fund priorities and eligibility criteria.**

If you have questions about eligibility, funding priorities, fiscal sponsorship, or the application process, please contact:

Jamie Lee Manning  
Sr. Director of Community Impact  
jlmanning@greaterfayette.com

We recognize that some applicants may be smaller grassroots or emerging organizations navigating grant applications for the first time, and we are happy to provide clarification and support throughout the process.



## Funding Information

- Counties Served: Austin, Bastrop, Burleson, Caldwell, Colorado, DeWitt, Fayette, Fort Bend, Gonzales, Guadalupe, Hays, Jackson, Lavaca, Lee, Victoria, Washington, Waller, Wharton, and Williamson Counties
- Focus on grassroots, community-based, and rural-serving organizations
- Organizations with annual operating budgets over \$500,000 are generally ineligible unless they meet specific eligibility exceptions outlined in the Grant Guidelines
- Fiscal sponsorship is encouraged

## WHAT YOU'LL NEED BEFORE APPLYING

### Organization Information

- Mission Statement
- Are you a 501(c)(3) or public entity? (If no, please contact Jamie Lee Manning to discuss eligibility.)
- Organizational Annual Budget
- Board or Leadership List
- Primary Contact Information (First & Last Name, Title, Organization Name, Phone Number, Email)

### Financial Information

- Most recent IRS 990 Form (if applicable)
- Board-approved organizational budget (if available)
- Project budget

### Project Information

- Project summary
- Funding request amount
- Target population and communities served
- Community need being addressed
- Expected outcomes

### Funding Priority Areas

Applicants will select one primary funding priority that most closely aligns with their project. Please choose the area that best reflects the primary focus of your proposed work.

## Priority Areas

- **Strengthen Regional Workforce Collaboration**
  - Proposals should foster partnerships and resource sharing across organizations, communities, and sectors to achieve greater regional impact. Priority is given to initiatives that demonstrate measurable outcomes in bridging gaps and reducing duplication of efforts among regional stakeholders.
- **Vocational and Job Skills Training**
  - Programs offering hands-on training, certifications, and apprenticeships that directly lead to employment in high-demand industries. Partnerships with local employers are encouraged to ensure training aligns with current workforce needs and job market trends.
- **Youth Entrepreneurship**
  - Initiatives that empower youth by providing mentorship, education, and resources to start or expand business ventures. Priority is given to programs that include both entrepreneurial skill-building and opportunities for youth to practice these skills in real-world settings.
- **Systemic Issues to Assist Workforce**
  - Programs addressing key barriers such as affordable housing, childcare, transportation, or access to mental health services that impact workforce participation and advancement. Solutions should integrate support services or policy advocacy to create long-term improvements in workforce accessibility and stability.

## APPLICATION QUESTIONS

### Organization Overview

- Organization name
- Mission statement
- Counties served
- Organizational annual budget
- Fiscal sponsor information (if applicable)
- Primary organizational contact information

### Project Overview

- Project name
- Brief project summary (250 words or less)
- Amount requested (Maximum request: \$10,000)
- Total project budget
- Which funding priority best aligns with your project?
- Explain how your project meets the funding priority selected above. (250 words or less)
- Who is your project designed to help? Please include demographics and geographic characteristics. (250 words or less)



## Project Overview (Cont.)

- Estimated number of people served
- Will this project receive other grant support? If yes, please describe how it will be supported.

## Project Implementation

- What evidence do you have that this project is needed? Include data or research if available. (250 words or less)
- In what ways does your organization engage in work that creates career opportunities for the current and future workforce? (250 words or less)
- How does your organization maintain meaningful connections with the community you serve? (250 words or less)
- Will you be collaborating with other organizations? If so, describe their roles and contributions. (250 words or less)

## Outcomes & Learning

- What outcomes or changes do you hope to see as a result of this project? (250 words or less)
- How will you know if this project is making a difference? (250 words or less)

In 250 words or less, please describe how you will reflect on progress, gather feedback, or observe changes related to this project. This may include stories, participation, surveys, data, community feedback, or other indicators of impact.

## Required Attachments

- IRS 501(c)(3) Determination Letter
- Most recent IRS 990 Form
- Organizational annual budget
- Project budget
- List of Board/Committee Members and Top Key Staff Members

## Optional: Supplemental Video

Creativity is encouraged. Applicants may submit a short supplemental video (3 minutes or less) to help tell the story of their organization or project.

Videos may include:

- Introductions to your team
- Examples of impact
- Community stories
- Project overview
- Testimonials

Please provide a YouTube or Vimeo link within the application.



## Project Budget Template Items:

Applicants may use their own project budget template or organize project expenses using the following categories:

Item	Anticipated Cost
Staff Salaries	
Benefits & taxes	
Training	
Programming	
Administrative/ Operating	
Development/ Marketing	
Consultant/ Contractor/ Collaborator	
Miscellaneous	
Total Anticipated Cost	