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community foundation

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Texas Hill Country

For **good**. For **ever**.<sup>SM</sup>

## COMMUNITY FOUNDATION OF THE TEXAS HILL COUNTRY

### Grant Application Guidelines

1. Cover letter signed by the board chairman and the executive director describing the proposal and need for the project in the community.

Completed Community Foundation grant application with the following **check list** items attached:

- Completed application form (attached) including project description
  - Detailed project budget along with indication of what portion of the project is funded or expected to be funded by other sources (other grant requests, community fundraisers, donations, registration fees, etc.)
  - Organizational budget for the current fiscal year
  - Financial statements including balance sheet and statement of activity for the organization for the fiscal year most recently completed –**OR**- certified audit for the fiscal year most recently completed
  - Most recent 990 tax return filed by the organization
  - EIN # for nonprofit status verification (fill in on application form)
  - List of board of directors and executive staff
  - Board and staff training for previous 12 month period.
  - Letters of support for cooperative projects between organizations (if applicable)
3. First time applicants should include a one to two-page history of their organization.
  4. A plan for the evaluation of the project's results and dissemination of its findings.
  5. Provide one original and two copies of the grant proposal and all attachments. Please **do not** secure the proposals into individual folders or binders.
  6. Be sure to complete the summary section on the grant application form. Please **do not** state "see attached" in the space provided for the summary.

# COMMUNITY FOUNDATION OF THE TEXAS HILL COUNTRY

## Grant Making Policies

1. Grants are awarded by the Community Foundation only to qualified 501c(3) organizations or otherwise qualified charitable organizations.
2. Grants are awarded to provide for the charitable and educational needs of the community of Kerr County, Texas, and the area surrounding it and generally known as the Texas Hill Country.
3. Grants may be made to governmental units if the purpose of the grant goes beyond normal limits of government service.
4. The likelihood of a grant request being funded is greater when:
  - the project will have a significant and long lasting impact
  - the project promotes volunteer participation and citizen involvement
  - the project could not be accomplished with other sources of support
  - the project tests a new approach to solve a community problem
  - the project requires capital funds to improve the life of the community
  - the organization has demonstrated effectiveness in accomplishing its mission
  - the organization has an effective system of short and long term planning
  - the organization has an effective system of fund development
  - the organization has demonstrated an efficient use of funds
  - the organization uses standard accounting procedures
  - the organization makes available and utilizes board and staff training
  - the project encourages support and cooperation of agencies involved in similar projects, and there is an elimination of duplicated services
5. The Community Foundation of the Texas Hill Country does not **usually** make grants:
  - to individuals
  - to support the operating budget of established organizations
  - to organizations located outside of Kerr County and the area surrounding it and generally known as the Texas Hill Country
  - to reduce operational deficits or pay off current indebtedness
  - for political or religious activities

*Revised 10/20/11*

## COMMUNITY FOUNDATION GRANT APPLICATION FORM

Please fill out and return with the materials named on the checklist below: (revised 7/8/03)

Organization Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

Contact Person's Name and Title \_\_\_\_\_

Organization's Web Site \_\_\_\_\_ Contact Person's email \_\_\_\_\_

Organization's Telephone \_\_\_\_\_ Organization's Fax Number \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Project's Time Frame \_\_\_\_\_

Project Total and Percentage Raised-to-date \_\_\_\_\_

Project Description: *Please include in the space provided below a brief summary of your project and the specific use of requested funds. Include on a separate page a detailed project budget and indicate what portion of it is funded, or expected to be funded, by other sources (grants, registration fees, etc.) How many people will be served by the project?*  
**THIS SECTION MUST BE COMPLETED.**

**Check List: Please indicate that each of the following are attached.**

- |   |  |
|---|--|
| <input type="checkbox"/> Project budget   | <input type="checkbox"/> Organizational budget for current fiscal year                 |
| <input type="checkbox"/> EIN # _____  | <input type="checkbox"/> Financial statements or audit for the most recent fiscal year |
| <input type="checkbox"/> List of board of directors and executive staff   | <input type="checkbox"/> Letters of support (required for cooperative projects)        |
| <input type="checkbox"/> Most recent 990 tax return   |  |
| <input type="checkbox"/> Board and staff training for previous 12 month period. (list names, dates and give descriptions) |  |

\_\_\_\_\_  
*Signature Agency Board President*

\_\_\_\_\_  
*Date*

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*"We foster philanthropy to help our partners to achieve their charitable goals in the Texas Hill Country"*  
P.O. Box 291354 Kerrville, TX 78029-1354 [www.communityfoundation.net](http://www.communityfoundation.net) (830) 896-8811