

# SYBIL B. HARRINGTON ENDOWMENT FOR THE ARTS GRANT

## Deadline for Applications: January 15

Online applications must be submitted by midnight. Only complete applications will be considered for funding.

## Eligibility:

The *Sybil B. Harrington Endowment for the Arts* supports the ongoing artistic and cultural efforts of organizations, both large and small, as well as new and unique arts initiatives in Lubbock and Hale counties.

Applying organizations should have an arts related mission.

## The Process:

After we receive your complete proposal, our Arts Advisory Committee will review and provide comments. Additional information or a site visit may be requested. The Community Foundation Grants Committee will then make final recommendations to the Board of Directors. You will be notified of the Board's decision as soon as possible after the Board meeting at which your application is considered. All grant recipients must report on the expenditure of grant funds and results of the supported project within one year of the award.

## The Foundation Does Not Typically Fund:

- Annual appeals, endowment funds, membership contributions or fundraising events
- Existing obligations, loans or debt retirement
- Long-term operating support
- Political/lobbying efforts
- Out of region travel for individuals, bands, choirs, etc.
- Grants to individuals

## Reporting:

All grantees are required to submit a Final Report within one year of the grant award. A Final Report link is available on your account page for each grant awarded. Future grant awards are conditioned upon the receipt of complete reporting. In some cases, it may be appropriate to submit a Progress Report. If this is the case, you will be notified by Foundation staff and a link will be made available on your account page.

Deadline to apply:  
January 15

Online application:  
[bit.ly/CFWT-HART](http://bit.ly/CFWT-HART)

For more info:  
please email  
[denise@cfwtx.org](mailto:denise@cfwtx.org)  
or call 806-762-8061



## COMMUNITY FOUNDATION OF WEST TEXAS

6102 82nd Street #8b  
Lubbock, TX 79424  
806-762-8061

[www.cfwtx.org](http://www.cfwtx.org)

**Please be prepared to provide the following information for the online application:**

- Organization Contact Information
- Background and Mission
- Annual Budget
- Project Budget
- Requested Amount
- Project Start Date/End Date
- Program Area
- Type of Support
- Geographic Area(s) Served
- Primary Age Group Served
- Primary Population Served
- Project Summary
- Tell a story that demonstrates the impact of the proposed program or project on an individual or family

**Provide the following information in attachment form (pdf or word documents):**

**Proposal Narrative**

- Please include a detailed description of the need for this project and the specific actions that will be taken;
- projected number to be served;
- specific use of funds requested;
- a list of other partners in the project and their roles;
- and a timetable for implementation including major events, activities and when they will take place.

**Budget**

- Detailed revenue and expenses for this project and specific use of funds requested.

**Organization Budget**

- Projected and actual revenue and expense line items for current fiscal year.  
A Sample Budget Template is available online at <https://www.cfwtx.org/current-grant-opportunities>

**IMPORTANT: If your organization is an affiliate or division of a larger organization, PROVIDE ONLY INFORMATION RELATED TO YOUR LOCAL/DIVISION LEVEL OPERATIONS.**

**Financial Statements**

- Most recent month end Statement of Financial Position and Statement of Financial Activities

**Most Recent YEAR END Financial Statements**

- Most recent year end Statement of Financial Position and Statement of Financial Activities

**Most Recent IRS Filing (Form 990) 2018 FORM**

**Board Roster**