

Before You Begin

Deadline for Application: February 1st and August 1

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

Funding Priorities:

The purpose of the South Plains Foundation program grants is to encourage the development of programs for charitable purposes in Lubbock County, Texas. Preference may be given to programs related to health care and/or educational services.

Grants are restricted to 501(c)3 nonprofit organizations, units of local government (i.e. school district, county, city, etc.) and faith-based organizations that serve the general community.

Grants are typically limited to a maximum of \$10,000. Awards are to be paid in one installment after an agreement letter is signed and returned from the grantee. Checks will be made payable to the institution or agency sponsoring the grant application.

The South Plains Foundation grants are generally small compared to those made by larger foundations. Therefore, a project budget cannot include "operating costs" or overhead costs. It is expected that all funds granted for a project will be used exclusively for that project. Any media materials or published materials developed by the institution/agency as a by-product of the grant should acknowledge the contribution of the South Plains Foundation.

The Process:

After we receive your complete proposal, the South Plains Foundation Committee will review and make final recommendations to the Community Foundation of West Texas Board of Directors. Additional information or a site visit may be requested. 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
- Medical, scientific or academic research
- Political campaigns or direct lobbying efforts
- Operating and construction costs at schools or universities unless there is significant opportunity for community use or collaboration

Annual Budget

Total Budget for All Organization Activities in the Texas South Plains Region

Web Address

Organization Primary Contact (generally this will be the CEO, President or Executive Director)

Prefix First Name Last Name

<None>

Suffix

<None>

Title Office Phone Extension

Alternate Phone/Mobile Phone

E-mail

Proposal Summary

Community Grants Program – Application for Funding

Project Contact

Prefix First Name Last Name Suffix E-mail Office Phone

<None>

<None>

Extension

Alternate Phone

Project Information

Project Title Project Budget
total amount budgeted for this project

Request Amount

total amount requested for this proposal

Project Start Date Project End Date Type of Support Geographical Area(s) Served
Primary and Secondary (if applicable)

Number Served (Projected number for this project) Program Area
Primary and Secondary (if applicable)

Age Group Served Primary Population Served
Primary and Secondary (if applicable)

Project Description

Please provide a brief description (2 sentences) of the project purpose. Detailed information should be provided in your proposal summary attachment.

Tell a story that demonstrates the impact of the proposed program or project on an individual or family.

(300 words or less)

Attachments

The following documents must be uploaded as attachments to complete your application.

Proposal Narrative

SUMMARY: Summarize in a brief paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

(Maximum one-half page)

NARRATIVE: Describe the work of your agency, addressing each of the following topics:

(Maximum one page)

- A brief history of the program;
- The program's mission;
- Current program and accomplishments with emphasis on achievements of the past year.

FUNDING REQUEST: Explain the project and the following:

(Maximum two pages)

- State the purpose and the need or problem you seek to address.
- Identify the population you plan to serve and how this population will benefit from the project.
- Provide the names and brief qualifications of the individual(s) who will direct the project.
- List the foundations, corporations and other sources you are soliciting for funding and, to the best of your knowledge, the status of your proposal with each.

NOTE: Projects are funded for one year. If the project is funded, the period of the grant is dated from the month of the award. The South Plains Foundation does not fund salaries.

EVALUATION: Explain how you will measure the effectiveness of the activities related to this grant.

(One-Half Page)

Project Budget

Provide a current budget for the project including equipment, supplies, personnel and travel.

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.

Current 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)

Board Roster

A list of **local** Board of Directors with their affiliations (**Maximum one page; reduce font, if necessary**).

SAMPLE APPLICATION
Please visit www.cfwtx.org
for online application