

## Sybil B. Harrington Endowment for the Arts

### Before You Begin

#### **Deadline for Applications: January 15th**

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.

***If you have any questions about the application process please contact:***

Denise Oviedo  
Director of Grants and Scholarships  
Phone: 806.762.8061  
Email: denise@CFWTx.org

### Applicant Information

Organization Name		
Tax ID/Employer Identification Number		
Mailing Address	City	State TX
Zip Code		
E-mail Address	Phone	
Extension		
Background and Mission		
Annual Budget		
Total Budget for All Organization Activities in the Texas South Plains Region		
Web Address		

Prefix	First Name	Last Name
<None>		
Suffix		
<None>		
Title	Office Phone	Extension
Alternate Phone/Mobile Phone		
E-mail		

DRAFT APPLICATION  
VISIT WWW.CFWTX.ORG FOR  
ONLINE GRANT APPLICATION

## Proposal Summary

Sybil B. Harrington Endowment for the Arts - Application for Funding

Prefix	First Name	Last Name	Suffix	E-mail	Office Phone
<None>			<None>		
Extension					
Alternate Phone					

Project Title	Project Budget
	total amount budgeted for this project
Request Amount	
total amount requested for this proposal	
Project Start Date	Project End Date
Program Area	
Type of Support	
Geographical Area(s) Served	
Primary and Secondary (if applicable)	
Primary Age Group Served	
Primary and Secondary if applicable	
Primary Population Served	
Project Summary	
Please provide a brief summary (150 words or less) of the project purpose and proposed activities. Detailed information should be provided in your proposal narrative 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

This document should 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.

### Project 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.

### 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

List of Board Members including employment affiliations, race, gender and contact information.