

Instructions

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please do not include any materials other than those specifically requested at this time.
- Please do not send videotapes.

This application should be mailed to:

Laurie Milton

The Perry & Ruby Stevens Charitable Foundation

P O Box 291929

Kerrville, TX 78029-1929

Cover Sheet

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)

Date of application:

Name of Organization to which grant would be paid. Please list exact legal name:

Purpose of grant (one sentence):

Address of organization:

Telephone:

Fax:

Email:

Executive Director:

Contact person and title (if not executive director):

Is your organization an IRS 501(c)(3) not-for-profit? (Yes or No):

If no, please explain:

Grant request: \$

Check One: General Support: _____

Project Support: _____

Total Organizational Budget (for current year): \$

Dates covered by this budget (mo/day/year):

Total project budget (if requesting project support): \$

Dates covered by project budget (mo/day/year):

Project name (if applicable):

Grant Proposal Format

I. Proposal Summary: one-half page, maximum

Please summarize in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. Narrative – Five pages maximum

A. Background – Describe the work of your organization, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your organization serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
5. Your organization's relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other organizations.

B. Funding Request – Please describe the program for which you seek funding

1. If applying for general operating support, briefly describe how this grant would be used.
2. If your request is for a specific project, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.

C. Evaluation – Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

Grant Proposal Format

III. Attachments – Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial information – Please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
2. Your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. A **LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
4. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.

If project funding is requested:

5. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
6. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your organization’s tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. No more than three examples of recent articles about, or evaluations of, your organization, if available.
6. Attach a copy, complete with Schedule A, of the most recent Information Return (IRS Form 990) filed by the Applicant Organization with the Internal Revenue Service.

IMPORTANT

(Please complete this section)

This application is to be signed by the Presiding Officer (President, Chairman) of the governing board of the Applicant Organization. If signed by another person, a certified copy of a resolution adopted by the governing board appointing such person to sign this application must be attached.

From my own knowledge, I state that the information given in Parts 1, II and III is correct. The Applicant Organization has authorized me to make this application.

(Signature)

(Print Name)

(Title)

(Date)

