

**REQUEST FOR FUNDING  
BIG SPRING AREA COMMUNITY FOUNDATION**

This application is the standard form to be used when requesting funds from the  
Big Spring Area Community Foundation

**THE APPLICATION DEADLINE IS MAY 1, AT NOON.**

**THERE ARE NO EXCEPTIONS TO THIS DEADLINE. LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.**

**ALL REQUESTS MUST BE SUBMITTED ON THE PRESCRIBED FORM. If you are mailing your application, it MUST BE RECEIVED no later than May 1 of the grant year, at noon. (A May 1 postmark is not acceptable.) Any Applications received outside of this period will not be considered.**

**QUESTIONS? Please call:  
George Bancroft- 432-714-4316  
Or email: [George@bsacf.org](mailto:George@bsacf.org)**

## **FUNDING GUIDELINES**

**Please read this list carefully to insure that your request is in compliance with the guidelines of the Foundation.**

- 1. Please deliver one original and twelve (12) stapled or bound copies of the completed grant application to the Big Spring Area Community Foundation office, 707 Scurry Street, Big Spring, TX 79720 during regular office hours. Your Grant Application **MUST** include a copy of your IRS 501(c)(3) letter unless the application is on behalf of a governmental entity.**
2. Applicants for funding must be tax-exempt under the provisions of section 501(c)(3) of the Internal Revenue Code or be a local governmental entity. Limit one application per organization. The Foundation considers requests for funding from non-profit organizations and governmental entities that can demonstrate a benefit to the residents of the Big Spring Area, including all of Howard County and all contiguous counties. The Foundation's funding objectives include groups that provide programs or services in the areas of art and culture, health and human service, education, environment, and sports. The Foundation will consider all properly submitted Grant Applications but favors requests for specific projects or capital asset acquisition rather than those that merely request funding for operational budget shortfalls.
3. Individuals will not be considered for funding. All scholarship awards are made directly by or through the local high school administration and counseling departments.
4. The Foundation considers grant applications once per year. Requests received outside of the designated time will not be considered.
5. This application will be your sole source for funding requests from the Foundation. Presentations will not be part of this process. However, the board reserves the right to request a presentation from, or a meeting with, an organization at a time it deems necessary in making funding decisions.
6. If you received funding from the Foundation in a previous year, a report of grant monies expended as a result of that grant must be submitted prior to or with your current application.
7. The submission of a Grant Application to the Foundation authorizes the Foundation to conduct an audit of the Applicant's books and records relative to any approved Grant Application and associated project(s).
8. The Foundation will make every effort to determine grant recipients during the month of May each year. All successful applicants will be notified of the Foundation's funding decisions as soon as practical. All funding decisions by the Foundation will be considered final.
9. The Foundation will not participate in any political campaign on behalf of any issues or candidate. The Foundation does not fund religious institutions and/or organizations.
10. All grant recipients will provide progress reports on the use of the grant funds, not less than every six months.

**REQUEST FOR FUNDING  
STANDARD APPLICATION  
BIG SPRING AREA COMMUNITY FOUNDATION**

**APPLICATION DEADLINE: MAY 1st AT NOON**

**APPLICATIONS ACCEPTED BETWEEN MARCH 1 AND MAY 1**

**PLEASE READ THE PRECEDING GUIDELINES CAREFULLY TO INSURE THAT  
YOU ARE COMPLYING WITH THE SUBMISSION REQUIREMENTS.**

**I. AGENCY INFORMATION - 2 pages maximum**

- A. Describe the mission of the organization and briefly outline the organization's goals.
- B. Briefly describe the history of the organization. Include the year it was established.
- C. Describe current programs, activities, and accomplishments.
- D. Describe the steps your organization has made to become self-supporting. Provide a list of all cash funding and in-kind services provided by all other sources, including, but not limited to, the Dora Roberts Foundation or similar entities.
- E. Describe why you believe that it should be the responsibility of the Foundation to provide funding to your organization.

**II. PURPOSE OF GRANT – 2 pages maximum**

- A. Describe the project/program to be funded.
- B. Describe the goals and objectives for the grant.
- C. Describe the timetable for implementing this project/program.
- D. How does this project/program benefit the local community? How many people will be impacted?
- E. What are the long-term revenue sources/strategies for operational funding at the end of the grant period?

**III. EVALUATION – 1-page maximum**

- A. What are the expected results during the funding period?
- B. How will you define and measure results?
- C. How will the project's results be used and/or disseminated?
- D. Dates that the Foundation can expect to receive a preliminary and/or final report.

#### **IV. ATTACHMENTS and ADDITIONAL INFORMATION**

**The following documentation must be attached to, or included in, your Grant Application:**

501( c )3 letter;

Detailed list of the specific use of the Grant. (i.e., the specific items to be acquired and cost associated therewith);

Most recent year-end income statement reflecting actual to budget numbers;

Most recent audited financial statement, if available;

An explanation of how the organization plans to fund the operational costs associated with the project after completion;

List of Board of Trustees/Directors of the Applicant, including names, place of work, and job description;

List of all sources of funding for the Applicant, including other sources of funding for the purpose of your Grant Application, including other grant requests recently granted or pending.

**ORGANIZATIONAL SUMMARY**

(This should be submitted as the cover page of your application)

**SUBMITTED TO: BIG SPRING AREA COMMUNITY FOUNDATION**

**ORGANIZATION NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**EXECUTIVE DIRECTOR:** \_\_\_\_\_

**GRANT CONTACT PERSON:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **WEB ADDRESS:** \_\_\_\_\_

**PURPOSE OF GRANT (choose one):**

- Agency Support as a Whole
- Marketing Support
- Special Program, Project or Event  
(special activity of the organization consistent with its mission)
- Capital Expenditure  
(additions or improvements to plant or equipment)
- Development Funding (Seed or Start-up Funds)
- Technical Assistance
- Matching Grant
- In-Kind Support
- Other: \_\_\_\_\_

**TYPE OF AGENCY:**

- Art & Culture
- Health & Human Service
- Education
- Environment
- Sports/Recreation
- Other \_\_\_\_\_

**AMOUNT OF REQUEST:** \_\_\_\_\_ **FISCAL YEAR:** \_\_\_\_\_

**BRIEF DESCRIPTION OF REQUEST:**

\_\_\_\_\_  
Representative of Applicant

\_\_\_\_\_  
Date