



PINEYWOODS FOUNDATION

GRANT APPLICATION

Date of Application: _____

Legal name of organization applying: _____
(Name on IRS non-profit determination letter and as supplied on IRS Form 990.)

EIN/Federal ID Number: _____ **Current Operating Budget: \$** _____

Executive Director: _____ **Phone:** _____

Project contact person and title: _____

Address for primary correspondence: _____

City/State/Zip: _____ **Phone:** _____

E-mail: _____ **Fax:** _____

PROJECT NAME: _____

PURPOSE OF GRANT: (one sentence) _____

PROJECT DATE: _____ **AMOUNT REQUESTED:** _____

TOTAL PROJECT COST: _____
(Include vendor quotes for items or services with this application.)

TOTAL AMOUNT OF FUNDS RAISED TO DATE: _____

COUNTY/GEOGRAPHIC AREA SERVED: _____

By signing below, you are certifying that the information provided is accurate and complete, and that you understand the instructions and requirements of this application.

Signature, Project Contact Person

Printed Name and Title

Date

Signature, Executive Director (or officer responsible for organization)

Printed Name and Title

Date

PROJECT OVERVIEW

Briefly respond to the following questions in the order given:

Note: All information requested on the application form must be submitted. If the data to complete a blank is not applicable, write "NA" in the space.

1. Provide a brief description of your organization (i.e., years of operation, services provided, etc.)

2. Provide a brief project overview. (Name, goals, and project timeframe.)

3. Specifically, what items or services will be purchased with the grant?

(Include vendor quotes for items or services with this application.)

4. If your project can only be awarded partial funding, will your project still move forward?

5. If applicable, explain how your project involves volunteers.

6. Will the grant act as "seed money"? What is your plan for permanent funding after the grant is used?

7. How will your project be funded? List other sources of funds and specify any other organizations working with you on this project.

8. To what extent is your operational overhead is to be applied to this project?

9. How will you evaluate the success of your project?

BUDGET NARRATIVE

Please include any additional information regarding your budget and expenses you feel may need further explanation, or will help the grant screening process in determining grant awards.

Be sure to include all of the following required documents in your completed grant application packet:

- A Cover Letter** accompanying the application, briefly stating the purpose for which the funds are requested.
- A copy of the applicant's current Exemption Letter** from the Internal Revenue Service, dated within the past ten years, showing that your organization is a tax-exempt organization under Section 501(c)(3) of the IRS Code, not classified as a Private Foundation and being sufficient to evidence that a grant would be a "qualifying distribution" as defined in Sections 4942(f)(1) and 170©(1) or (2) of the IRS Code.
- A letter from the applicant's President or other authorized officer,** certifying that such exemption letter is in full force.
- If the project is funded or supported by a government agency(city, school, county, etc.), please include **a letter from the agency's chief officer, indicating its support and level of funding.**
- Names, hometowns and telephone numbers of the applicant's officers and directors.**
- Letters from community organizations supporting the project.**
- Add to this application your vendor's quote** for construction, repair or remodeling for the project and/or if purchasing equipment (i.e., security alarm, appliance, office equipment, etc.)
- Attach one copy of your organization's most recent audit.** If your organization is not required to have an audit, attach your organization's Balance Sheet for the most recent fiscal year ended.

***Note: You will need to have both the Executive Director (or officer responsible for the organization) and the Project Coordinator sign the first page of this application. Please print it, have it signed, and mail the completed application and all required documents by regular mail without a required signature to:**

**Pineywoods Foundation
P. O. Box 906
Lufkin, Texas 75902**

COMPLETION REPORT

IMPORTANT: Any organization receiving a Pineywoods Foundation grant shall be required to submit to the Foundation a written report describing the completion of the project, its final costs, photos and its impact on the community. **This report shall be submitted within 60 days of the project's completion.** Failure to submit the report may *disqualify* the organization from any future Foundation grants.

Nondiscrimination Policy

The Pineywoods Foundation does not discriminate on the basis of race, ethnicity, religion, gender, gender identity or expression, sexual orientation, disabilities, age, status as a veteran, national origin, or any other protected classes. Applicants for the Community Grants program must hold similar standards in the provision of their services.