



# PINEYWOODS FOUNDATION

## GRANT APPLICATION INSTRUCTIONS and GUIDELINES

**The Pineywoods Foundation** is committed to sustaining vibrant, healthy communities where all people have the opportunities and means to achieve their dreams and make a positive difference in the world. Through grants, we support effective organizations that are creating significant, lasting and transformational change either through smart and innovative responses to today's needs or through systematic solutions that address the root causes of economic and societal challenges.

All grant requests and awarded grants to eligible agencies must be from within the 12 county region we serve: **Angelina, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity County and Tyler Counties.**

**Please Note:** To be eligible for a grant, an organization must be a clearly charitable tax-exempt organization, under Sections 501(c)(3) of the Internal Revenue Code.

Please include all of the following required documents with your application:

1. **A Cover Letter** accompanying the application, briefly stating the purpose for which the funds are requested.
2. **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(c)(1) or (2) of the IRS Code.
3. **A letter from the applicant's President or other authorized officer,** certifying that such exemption letter is in full force.
4. 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.**
5. **Names, hometowns and telephone numbers of the applicant's officers and directors.**
6. **Letters from community organizations supporting the project.**

7. **Add to this application a copy of 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.)
8. **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.

**Grants are not funded to:**

- religious organizations for religious purposes,
- unrestricted general operating expenses,
- individual scholarships,
- political lobbying or legislative activities,
- state or federal agencies,
- international organizations,
- individuals,
- for-profit groups or businesses,
- private foundations

Annual operating budgets, including salaries, fringe benefits, office supplies, utilities, rentals, travel and annual events such as festivals are not funded.

The Foundation prefers not to make grants as part of a challenge grant by another Foundation or funding entity.

The Foundation discourages application for repeat grants to the same organization within three(3) successive years.

Projects which are unique, innovative and serve a critical purpose beneficial to an entire community are preferred by the Pineywoods Foundation for funding requests. The Foundation in past, has funded projects involving healthcare, economic development, youth activities, history, the arts, education, community development, environmental improvement, senior citizens and other areas.

## **KEY CONSIDERATIONS**

A successful grant application will have a number of things included. Whenever possible, we encourage nonprofits seeking funding support to present a project that:

- Proposes a practical solution to community issues and problems;
- Is in response to a clear, documentable community need;
- Is based on evidence informed practices that have a track record of success;
- Demonstrates clear, positive outputs and outcomes;
- Leverages or generates other funding support or resources;
- Promotes cooperation among nonprofit agencies without duplicating efforts;
- Addresses prevention while providing immediate assistance for a problem; and/or enhances and encourages sustainability.

**The Pineywoods Foundation** encourages matching grants from the community. Applications with matching grants are given more weight because they represent visible evidence of strong community support. Matching grants should not include in-kind matches, such as labor or administration.

**The Pineywoods Foundation** may choose to support requests at a level equal to or less than the amount requested. We strongly encourage applicants to develop a diversified fundraising plan/strategy for the project they are seeking the support for, as we prefer not to serve as a project's sole funder.

After you have submitted your grant application, you will be contacted by the grant managing staff only if there are questions or believe your application is incomplete.

Successful grant applicants will receive an award letter and grant check which will be mailed by the Grant Manager to the address the requesting organization provided.

During the project time period, we may request a site visit to learn more about the positive impact you are proposing.

## **SELECTION PROCESS**

All proposals are first reviewed by Grant managing staff. Proposals are assessed based on:

- Their alignment with the Foundations' funding priorities;
- The organization's capacity to carry out the expected activities;
- Explicitly state their intended impact;
- How effectively the proposed activities can address an expressed need in the community;
- The likelihood of achieving measureable, positive impact;
- Have a proven record of accomplishing their goals
- Demonstrate financial stability.

The ultimate grant-making decision resides with the Foundations' Trustees and is determined during the Foundations' Trustees meetings twice a year. For specific meeting dates, applicants should contact the grant manager at: [laurie@hendersonmineral.com](mailto:laurie@hendersonmineral.com)

Once a decision is made, applicants are generally notified by mail within two weeks.

## **COMPLETION REPORT**

**IMPORTANT:** Any charitable 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.

If the applicant is unsure if its project qualifies for a Foundation grant, contact the grant manager at: [laurie@hendersonmineral.com](mailto:laurie@hendersonmineral.com)

## **APPLICATION SUBMISSION**

Mail completed application and all required documents by regular mail without a required signature to:

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

### ***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.*