

Chisholm Trail Communities Foundation Guidelines for Grantseekers

The Chisholm Trail Communities Foundation, in its grantmaking role, seeks to enrich the communities it serves. The community foundation's grantmaking represents the critical and emerging needs of the area rather than one particular cause. Through quarterly grant cycles, our discretionary grantmaking reflects the work of dedicated volunteers who understand local needs. As our communities' needs inevitably change, our endowment allows the community foundation to respond flexibly, efficiently and effectively to these changes and challenges.

Areas of interest for our grantmaking program include the arts and culture, community development or community services, education, the environment, and health and human services. The community foundation will consider proposals for project/program or general operating support.

To be eligible for support through the Chisholm Trail Communities Foundation, an organization must be a 501(c)3 nonprofit organization based in the Williamson County area. We prefer to work with community-based organizations, rather than national organizations, unless that national organization has a local presence and activities. Umbrella organizations whose sole purpose is distributing funds to other entities, religious organizations serving a singular religious purpose, and lobbying or political organizations are not eligible for support through our discretionary grantmaking program.

The Chisholm Trail Communities Foundation considers it a priority to support applications that propose ways to address community issues and problems; leverage outside and innovative sources of support; stimulate others to participate in community programs; and assist nonprofit organizations to build and increase capacity. We are also interested in supporting programs that are cooperative efforts, those having a broad impact on diverse audiences, or those that reduce redundancy or programmatic overlap.

The Grants Committee reviews applications quarterly. The application form is available upon request, in addition to being fully available on our website. Deadlines are February 1, May 1, August 1, and November 1. Applications received after these dates will be considered during the next cycle. Site visits will be conducted at the discretion of the grants committee; a site visit does not guarantee funding. Funding decisions are usually made within eight weeks of the deadline.

We welcome inquiries and questions from grantseekers at any time.

Chisholm Trail Communities Foundation

Grant Application (Part 1)

(Please type your responses. A data file is available by email upon request.)

1. Name, Address and Contact Information of Organization:

2. Person to receive communications regarding this application (please include email, phone if applicable):

3. Year Organized:

Year Incorporated (if different):

4. Objectives of Organization (*3 sentences or less*)

5. Primary service category of organization:

6. Summary of Request (*5 sentences or less*)

7. Amount of grant request:

8. Current organizational budget (please indicate amount; also indicate fiscal year term):

9. Please list all community areas where services will be provided:

10. Please list information—including number and relevant demographic information—about your audiences, as appropriate:

11. Please provide information concerning the composition of your a. support/admin and b. professional staff, if applicable:

Paid, full-time
Paid, part-time
Volunteers

Support/Admin

Professional

Chisholm Trail Communities Foundation

Grant Application (Part 2)

Attach the following to this cover sheet:

- a. A narrative that includes the following information (2-5 pages)
 - Please provide a summary of your program, its anticipated outcomes and accomplishments
 - Why have the problems been selected?
 - How was this program developed?
 - What are your program's objectives?
 - What are the qualifications of personnel? Of your board? Volunteers?
 - How will your programs be evaluated? How will you know you have been successful?
- b. Program budget (if applicable and distinct from c.)
- c. Organizational budget
- d. Listing of foundation, corporate, and government donors, current and previous fiscal years, with amounts (do not list individuals separately. You may list 'individual donors' as a group if you wish).
- e. Board listing (with primary affiliation)
- f. 501(c)3 determination letter.
- g. Qualifications of key staff (1 page maximum).
- h. Latest annual report or summary of the organization's prior year's activities.
- i. Audited financial statements, if available, or Form 990. If neither document is available, include unaudited financial statements.
- j. Other attachments which are relevant to the review of your proposal.

Please submit 5 copies of this form and items 12a-12h. You may submit one copy of 12i and/or 12j.

The undersigned executive officer hereby certifies that: (a) the information set forth in this application and supporting documents is correct to the best of her or his information and belief, (b) the Internal Revenue Service determination of tax-exempt status has not been revoked, canceled or modified, and (c) no funds received pursuant to this application will be used for activities prohibited by the 1969 Tax Reform Act, as amended.

Applicant Organization

Signature of Authorizing Official

Dated

Print Name and Title