

Grant Application Cover

Please submit one copy of the application, unbound without holes, to the Waco Foundation office by 5:00 p.m. on the due date.

If the due date is on a Saturday, Sunday or holiday, the application is due the following business day.

Organization

Mailing Address

Executive Director

Phone

Email

Project Contact Person

Phone

Email

Project Name

Amount Requested

Total Project Cost

Targeted Population of Project (estimated number of participants, ages, race/ethnicity, socioeconomic status, geographic location)

List projects funded by the Waco Foundation since 2003 and the impact made in the community.

Waco Foundation

900 Austin Avenue, Suite 1000 • Waco, Texas 76701 • 254-754-3404

Grant Application Checklist

Please place a check mark to indicate the documents are included in the application in the order listed.

____ Grant Application Cover

____ Grant Application Checklist

____ Letter from the board president that includes mission statement, summary of the project and confirmation that the grant application has been reviewed and approved by the board

____ Project description that includes

needs/issues addressed (use local statistics, if available)

impact in the community

specific details, including timeline

anticipated outcomes

process for evaluating and measuring the success

names of local organizations that address the same issues and why an additional program is needed

value of Waco Foundation funding to the project

plans for sustaining the project when the grant funds expire

____ Project budget listing all anticipated income and expense (include vendor bids for materials and equipment, if applicable)

____ Letters of commitment from collaborating organizations, if applicable

____ Organizational chart that includes names, positions and salaries of top three employees

____ List of board members with professions, affiliations and mailing addresses

____ Current 501(c)(3) tax exemption letter

____ Form 990 from prior year or explanation of why form is unavailable

____ General operating budget for the current and previous year (department budget is acceptable)

____ Most recent audit (with management letter, if applicable) or explanation of why audit is unavailable

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