

Grant Guidelines Page

Grant Guidelines

Program Interests

The Foundation will make no grants to individuals. The Foundation will make grants annually to non-profit tax-exempt charitable organizations and institutions that are exempt under Section 501(c)(3) of the Internal Revenue Code or to governmental units. The Foundation will make grants for specific projects, building and capital improvement campaigns and general purposes. The Foundation will make no grants for scholarship purposes.

The maximum grant offered will not exceed \$10,000. Based on the number of grants requested, the amount of available funds, and the overall needs of a particular request, the Foundation reserves the right to fund grants at levels that might differ from the requested amount.

Geographic Focus

Grants will only be funded which will serve organizations and the people of Hill County, Texas and Tarrant County, Texas.

Funding Priorities

Grants are limited to eligible organizations (non-profit, governmental, educational institutions) for projects that will serve Hill County, Texas and Tarrant County, Texas. Preference will be given to projects that meet the following:

1. Program Focus - Priority will be given to promising new projects that address community needs identified below. Applicants may be existing organizations, a coalition of organizations, or a new organization. If the organization has been in existence, the proposal must be clearly outside the realm of possible inclusion in the regular ongoing operating budget.

- (a) Areas of interest include: economic development, education, recreation, assisting the underprivileged, and the arts.

- (b) Program grants - Priority will be given to local proposals that evidence volunteer leadership and/or grassroots participation and financial support. Projects will be evaluated on the basis of (1) feasibility and terms of leadership and plan, (2) significance in terms of employments of the issue being addressed, and (3) the project's potential for success.

2. Future Funding - A project or program must have potential continuity through other funding sources in future years.

Areas Not Typically Funded

Areas not generally funded include:

- Grants to individuals
- Grants for scholarships
- Publication of books
- Conferences
- Ongoing operating budget beyond the seed level

Grant Requirements

Generally, eligible non-profit organizations must be recognized as tax exempt under Section 501(c)(3) of the Internal Revenue Code. Other tax exempt organizations may be eligible.

All grant recipients are expected to provide a written report evaluating the project and accounting for grant expenses upon project completion or by a date specified by the Foundation. Any funds not spent for the approved purposes by the date specified are subject to a review process with the Foundation.

How To Apply

Download the application. Complete the Application and mail the Application with attachments to the Foundation before the grant application deadline. Five (5) copies of the Application are required and must be received by the Foundation before the grant application deadline. Applications received after the deadline will not be accepted. The deadline for submission of grant applications is October 1st annually. Selection will be completed by December 1st annually, and grant funds will be distributed to selected organizations by December 31st annually.

Equitable Consideration

The Foundation strives to give equitable consideration to all grant applicants. The Foundation will apply fair and objective procedures in reviewing grant applications. Applicants are requested to help maintain a standard of objectivity for all applicants. Lobbying and written/verbal endorsements of applications addressed directly to a Foundation Board member are considered inappropriate. The Foundation recognizes that various parties may wish to express support for an application. While such expressions are not encouraged, the appropriate procedure is to write the Foundation staff member in charge of the grant program involved. The cooperation of grantees and their supporters is greatly appreciated.

Grant Application Checklist

The Dorothy Gaines Foundation

Please assemble the items in your grant application in the order listed below and check off each piece as it is completed. Do not staple or provide additional materials not requested.

Organization Name: _____

Project Name: _____

Project Contact: _____ **Job Title:** _____

Phone Number: _____ **Fax Number:** _____

Email: _____

Mailing Address: _____

Physical Address: _____

Amount of Grant Requested: _____ **Total Projected Budget:** _____

Today's Date: _____ **Date of Incorporation:** _____

- Include Grant Application Checklist (this page)
- Grant Application **and** Project Budget Form
- Official notice of tax exempt status from the Internal Revenue Service.
- If incorporated, a copy of the Articles of incorporation; Certificate of incorporation issued by the Secretary of State; and a Certificate of Good Standing issued by the Texas Comptroller of Public Accounts.
- List of Board of Directors
- Board Chair and/or Chief Executive Officer must sign the grant application (this page)
- Overall budgets for applicant organization including sources of income and expenses for past 3 and current years.

Do you need any licensing, zoning or other regulatory approval to conduct this project? Yes No.
 If yes, explain status on an attachment.

If applicant has previously received a grant from The Dorothy Gaines Foundation, please indicate in the space below:

Date of Grant	Grant Amount	Project Funded
_____	_____	_____
_____	_____	_____

Approval of Board Chair and Executive Officer:

We have reviewed and approved submission of this grant request. We certify that the applicant organization does not discriminate on the basis of race, color, age, sex or national origin. We also certify that our most recent IRS notification of our organization's 501(c)(3) status is attached to this application and that the organization has received no notice from the IRS of any proposal, threat, or suggestion to revoke or modify this determination.

Board Chair Signature/Date _____ Name(Print) _____

Executive Officer Signature/Date _____ Name(Print) _____

The Dorothy Gaines Foundation

Grant Application

INSTRUCTIONS: Please answer the grant application questions as concisely as possible. Type the answers in a font no smaller than 10 pt directly after each question. Limit your responses to a maximum of 2 pages in total.

Organization Name: _____

Project Name: _____

ENTER RESPONSE DIRECTLY BELOW EACH QUESTION:

1. Statement of your organization's mission and current programs or services.
2. Briefly summarize the proposed project including the project name and geographic region served (must be within Hill or Tarrant County or primarily benefiting Hill or Tarrant County residents).
3. What specifically will the grant funds be used for?
4. Please describe 3 outcome(s) that the project will achieve and your plan to evaluate your work.
5. What are the key activities that will achieve the outcomes identified above?
6. What is your target population and how many will be served? (Please provide specific demographic information if available.)
7. What is the proposed timeline for your project?
8. Are there any planned collaborations? Are there similar organizations offering this service? If so, please provide the explanation as to why your program is unique.
9. What are the plans for sustainability of this project or program? (if applicable)
10. If only partial funding is received from this grant or if other funding sources are pending and are not realized, how will the project and outcomes be impacted?

Project Budget Form

<i>SECTION ONE - PROJECT INCOME</i>		
	Enter C or R	
Funding Sources: List each actual and/or anticipated source of funding for this project ONLY. Include all in-kind support worth >10% of total project budget.	Amount	Indicate if Funds Committed or Requested
The Dorothy Gaines Foundation		
Total Project Income	\$	

<i>SECTION TWO - PROJECT EXPENSES</i>		
Expense Items: List expense items for this project. Provide a brief description of any items which are not self-explanatory in the Budget Clarification Box below.	Amount	Amount of item funded from Foundation Grant
Total Project Expenses	\$	\$
Anticipated deviations against any line item require reallocation requests to be approved by the Committee before reallocation of funds. Please submit reallocation requests in writing to the Foundation.		

The Dorothy Gaines Foundation

Thank you for your interest in The Dorothy Gaines Foundation.

PLEASE SUBMIT APPLICATION TO:

The Dorothy Gaines Foundation
P. O. Box 338
Hillsboro, TX 76645
Website: www.dorothygainesfoundation.org

The Foundation has limited discretionary funds and therefore, many exemplary proposals cannot be funded. Because of the volume of requests, the Foundation does not provide written feedback on proposals that are not funded.