THE RAUL TIJERINA JR. FOUNDATION

GRANT APPLICATION & CHECK LIST

INSTRUCTIONS

The Tijerina Foundation annually receives grant applications from across the Rio Grande Valley. Only a limited number of grantees are selected based upon funding priorities and upon which proposals stand out in the pool of applicants.

To be considered for a grant, interested candidates must complete this grant application and submit the required records. To be eligible, grant organizations must have current IRS 501(c)(3) non-profit status and must provide services, which directly benefit citizens of Cameron, Willacy, Hidalgo and/or Starr Counties, Texas.

When completing this application form, please note that the grant applicant's name must match the name on the IRS 501(c)(3) letter granting non-profit tax status. The Tijerina Foundation does not grant funds to a non-profit organization for use by another entity or organization without prior approval by the Tijerina Foundation.

This application form requests key information about your organization and your grant request. Answer each question briefly and concisely. If necessary, additional or more extensive information may be provided in the separate cover letter described in the checklist at the end of this application form.

Applications received in any other format or without the required attachments will be declined automatically.

For a list of all required attachments, go to the end of this application form.

Mail two (2) sets of your completed application form and attachments to:

TIJERINA FOUNDATION
c/o :
Private Foundation Services, Inc.
4265 San Felipe, Suite 1100
Houston, Texas 77027-2913
pfs@privatefoundationservices.com

GRANT APPLICATION #: _____ - _____
(For use by Tijerina Foundation)

THE RAUL TIJERINA JR. FOUNDATION

GRANT APPLICATION & CHECK LIST

Date of application:	Grant amount requested:

Organization Information

NAME OF ORGANIZATION *(The applicant's name should be the same as the name on the organization's IRS determination letter and on its IRS Form 990)*			
Address	City, State, Zip	Employer Identification Number (EIN)	
Phone	Fax	Website	
Name of Chief Executive Officer	Title	Phone	E-mail
Name of Board Chairperson	Title	Phone	E-mail
Name of contact person regarding this application	Title	Phone	E-mail

Organization's founding date: _____

Organization's mission statement:

Organization's vision statement:

Brief summary of organization: (If you need additional space for your response, please attach a separate sheet.)

Number of persons on your board of directors:

Number of paid staff: _____ full-time / _____ part-time

Number of unpaid staff (volunteers): _____

Is your organization an IRS 501(c)(3) non-profit? ☐ Yes ☐ No

If no, is your organization a public agency/unit of government? ☐ Yes ☐ No

If no, please explain:

Date of most current 501(c)(3) "non-profit" determination: _____

Organization's fiscal year end: _____

Organization's certified public accountant (if any):

List any previous grant funding from the Tijerina Foundation in the last five (5) years:

Project Description

Name of project for which you seek funding:

Purpose of your project (2 – 3 sentences):

Population served:

- ☐ Infant
- ☐ Pre-school
- ☐ Elementary
- ☐ Middle School
- ☐ High School
- ☐ College
- ☐ Adult
- ☐ Elderly
- ☐ Women/Girls
- ☐ Men/Boys
- ☐ Disabled
- ☐ Veterans
- ☐ Other: _____

Geographic area served:

- ☐ Cameron County
- ☐ Willacy County
- ☐ Hidalgo County
- ☐ Starr County
- ☐ City: _____
- ☐ Colonia: _____
- ☐ School:_____
  School District:_____
- ☐ Other: _____

Your project falls within which category of the Tijerina Foundation's mission:

- ☐ Youth, Education & Literacy
- ☐ Health & Wellness
- ☐ Community Development & Community Services
- ☐ Culture, Arts, History & Heritage
- ☐ Nature & Evironmental Conservation

Funds are being requested for (check one):

- ☐ General operating support (including salaries, supplies, utilities, consultants)
- ☐ Start-up costs
- ☐ Capital/infrastructure/equipment
- ☐ Project/program support
- ☐ Technical assistance
- ☐ Other: _____

Project duration: _____ to _____

Budget

Dollar amount requested from Tijerina Foundation: $_____

Total project budget: $_____

Total annual operating budget of your organization: $_____

If funds have already been received or pledged on your project, please list source(s) and amount(s):

Name: _____

Amount: _____ ☐ Pledged ☐ Received

Name: _____

Amount: _____ ☐ Pledged ☐ Received

Name: _____

Amount: _____ ☐ Pledged ☐ Received

Name: _____

Amount: _____ ☐ Pledged ☐ Received

To list additional sources, add separate page.

Tijerina Foundation grants are generally awarded on a one-time, non-recurring basis. How do you envision long-term funding for your project beyond this grant?

Evaluation

What are the goals of this project?

How will you determine if the project is successful?

Who (staff, board, constituents, community, consultants) will be responsible for evaluating the success of the project? Please provide the name and title of the person(s) responsible for the evaluation.

When and how will the evaluation be conducted?

When and how will you provide the Tijerina Foundation with the results of the evaluation?

Checklist of Required Attachments

Your application should include all of the following records in the order described below.
Please do not staple, bind, or tab these documents.

Tab 1: Cover letter providing any additional information you wish to provide about your organization's history, its mission and its target beneficiaries.
Tab 2: Grant Application executed by your chief executive officer and board chairperson.
Tab 3: Detailed description of the proposed project.
Tab 4: Organization's current annual operating budget.
Tab 5: Detailed budget for the proposed project.
Tab 6: Description of all other funding sources for the proposed project.
Tab 7: Organization's most recent financial statements, preferably audited, including:

- Balance sheet.
- Statement of income and expenses.
- Annual statement (if any).

Tab 8: Most recent IRS determination letter confirming the organization's section 501(c)(3) non-profit status.
Tab 9: Organization's most recent IRS form 990 tax return.
Tab 10: List of the organization's board of directors, including each director's company affiliation.
Tab 11: List of the organization's staff, including titles and, if relevant to the proposed project, individual CV's decribing professional degrees, licenses and/or specialized training.
Tab 12: Organizational chart, including board, staff and volunteer involvement.

Certification

This Grant Application & Check List must be signed by the organization's chief executive officer and the chairperson of its governing board of directors.

The undersigned board chairperson and chief executive officer have reviewed this Grant Application and Check List, and hereby certify (a) that the information contained in this grant application and in the attached records is true and correct, (b) that our board of directors is actively involved in the governance of our organization and has authorized us to make this request for funding on behalf of the organization, and to represent that, if awarded, the grant funds shall be utilized by our organization for the purposes and in the manner described herein, (c) that the IRS 501(c)(3) non-profit determination letter attached hereto has not been revoked, and (d) that the present operation of our organization is consistent with the tax exempt classification set forth in such letter.

We further agree and acknowledge that if there should be any material change in any of the information contained in this grant application or in the attached records, we will promptly notify the Tijerina Foundation.

Name of Organization: _____

Signature, Chairperson, Board of Directors: _____

Name (printed):_____

Title (printed): _____

Signature, Chief Executive Officer: _____

Name (printed):_____

Title (printed): _____