



## GRANT APPLICATIONS INSTRUCTIONS & GUIDELINES

### Being a Force for Good

**Texas Forest Country Community Foundation (TFCCF)** partners with and manages the administrative services for several local charitable Community Foundations, which includes managing grant requests received by mail, email, or online.

**TFCCF** 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 and our partnering foundations 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.**

### INSTRUCTIONS & GUIDELINES

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.

Applications for repeated grants are considered according to the guidelines of each partnering foundation.

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.

Projects which are unique, innovative and serve a critical purpose beneficial to an entire community are preferred for funding requests.

Check the guidelines of any foundation to which you are applying as part of the application process.

## **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.

**TFCCF** or our partnering foundations 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 most partners prefer not to serve as a project's sole funder.

After you have submitted your grant application, you will be contacted by the **TFCCF's** staff only if we have questions or believe your application is incomplete.

Successful grant applicants will receive an award letter and grant check which will be mailed by the **Texas Forest Country Community Foundation**.

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 TFCCF 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' Board of Directors or Trustees and is usually determined during the Foundations' Board or Trustees meetings. For specific meeting dates, applicants should contact the managing director at: [info@tfccf.org](mailto:info@tfccf.org)  
Once a decision is made, applicants are generally notified by mail within two weeks.

## **COMPLETION REPORT**

**IMPORTANT:** Any organization receiving a 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 managing director at: [info@tfccf.org](mailto:info@tfccf.org)

## **APPLICATION SUBMISSION**

Mail completed application and all required documents to:

**Texas Forest Country Community Foundation**  
**P.O. Box 154125**  
**Lufkin, Texas 75915**

### ***Nondiscrimination Policy***

*Texas Forest Country Community Foundation and its partnering foundations 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 services.*