

HOCKLEY COUNTY ENDOWMENT COMMUNITY GRANTS PROGRAM

APPLICATION DATES: March 1 through May 31

The **Hockley County Endowment** accepts proposals from nonprofit organizations that are providing services in Hockley County, Texas.

The funding priorities of the **Hockley County Endowment** include but are not limited to:

PLANNING: the project/program is clearly defined, addresses a community need, is at a stage of development that justifies the support being requested, and the project budget is clear, detailed, and reasonable.

IMPACT: The **Hockley County Endowment** strives to achieve impact through its Community Grants Program by providing financial resources to nonprofit organizations that contribute to:

- Promoting pleasant, livable communities with thriving and sustainable economies;
- Preparing the next generation for adulthood and promoting lifelong learning opportunities for all generations;
- Promoting self-sufficiency for vulnerable individuals and families; and
- Assuring that means are available to provide for the basic needs of individuals and families in times of trouble.

CAPACITY: the project is consistent with the organization's mission; the organization has adequate resources, staff and skills to carry out the project; and, the organization communicates well and with transparency.

OUTCOMES: outcomes are clear, realistic and will make a meaningful contribution to addressing a community need.

THE HOCKLEY COUNTY ENDOWMENT COMMUNITY GRANTS PROGRAM DOES NOT TYPICALLY FUND:

- Annual appeals, endowment funds, membership contributions or fundraising events
- Existing obligations, loans or debt retirement
- Long-term operating support
- Medical, scientific or academic research
- Operating and construction costs at schools, universities and private academies unless there is significant opportunity for community use or collaboration
- Projects that focus on the promotion of specific religious beliefs or construction projects of churches and other religious institutions
- Political campaigns, advocacy or direct lobbying efforts by 501(c)(3) organizations
- Travel for individuals, bands, sports teams, classes and similar groups.
- Grants to individuals or for-profit businesses.

THE HOCKLEY COUNTY ENDOWMENT ADVISORY BOARD WILL MEET BETWEEN JUNE 10 AND JULY 10.

ALL APPLICANTS ARE REQUIRED TO MAKE A PRESENTATION (up to 5 minutes).

FUNDING DECISIONS WILL BE FINALIZED BY JULY 31.

PROPOSAL CHECKLIST (ONLY COMPLETE PROPOSALS WILL BE CONSIDERED FOR FUNDING):

To be considered for funding, proposals submitted to the *Hockley County Endowment* must include **SINGLE-SIDED COPIES** of the items listed below:

Proposal Summary and Proposal Budget Forms

TO COMPLETE THE PROPOSAL SUMMARY AND PROPOSAL BUDGET FORMS:

Type in the boxes to fill out the form. Use your mouse or the <Tab> key to move from one field to the next. Answer all questions - fill out every blank section in the application. All information must fit within the space provided.

Proposal Narrative:

- Detailed description of the need for this project and the specific actions that will be taken
- List of other partners in the project and their roles
- Timetable for implementation –include major events, activities and when they will take place
- Plans for project continuation (if applicable)

Financial Overview

- Organizational budget for current fiscal year including revenue by source e.g. foundations, individuals, government.
- Most recent –
 - IRS Form 990 or 990-EZ
 - Month-end financial statements
 - Year-end financial statements
 - Audit (if applicable)

List of Board of Directors including employment affiliations, race, gender and contact information

AFTER YOUR PROPOSAL IS SUBMITTED:

- ALL APPLICANTS ARE REQUIRED TO MAKE A PRESENTATION (up to 5 minutes). You will be notified of the date and time.**

COMPLETE PROPOSAL PACKET MUST BE MAILED TO BOTH OF THE ADDRESSES SHOWN BELOW (postmark must be on or before MAY 31st):

**HOCKLEY COUNTY ENDOWMENT
P.O. BOX 1115
LEVELLAND, TX 79336**

AND

**COMMUNITY FOUNDATION OF
WEST TEXAS
6102 82TH STREET, SUITE 8b
LUBBOCK, TEXAS 79424**

Need more information? Contact:

Amber Hinson
Email: hockleyabstract@valornet.com
OR
Tami Swoboda
Email: tami@cfwtx.org
Phone: 806/762-8061

HOCKLEY COUNTY ENDOWMENT (an affiliate of Community Foundation of West Texas)

PROPOSAL SUMMARY

ORGANIZATIONAL INFORMATION

Legal Name of Applicant Organization:	
Street Address:	Mailing Address (if not the same):
Phone:	E-Mail:
Web Site:	Employer ID Number:
Current Fiscal Year Operating Budget: \$	Number of Employees:
Mission Statement:	
Do Board Members have term limits? <input type="checkbox"/> Yes <input type="checkbox"/> No Are financial statements reviewed regularly by Board? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How often does your full Board meet? _____ Date of last full Board meeting: _____	
CEO/Executive Director:	

PROJECT INFORMATION

Project Contact Person:	Phone:	E-Mail:
PROJECT TITLE: _____		
What community issue or problem will this grant request address?		
What actions will you take to address this issue or problem?		

Tell a story that illustrates the impact of your proposal or organization on an individual or family. The story must be relative to and support your request:

Hockley County Communities Served: ___Anton ___Levelland ___Opdyke West ___Ropesville ___Smyer
___Sundown ___Whitharral ___Other: _____

Population Served (approximate%): _____ Black _____ Hispanic _____ White _____ Other
Age (approximate%): _____ 0-4 _____ 5-12 _____ 13-18 _____ 19-64 _____ 65+

PROJECT EVALUATION

Number of individuals who will benefit from this project: # _____ Direct # _____ Indirect

What will be changed, preserved and/or improved because of this project? What difference will this project make?

What objective criteria will indicate the project is a success? How will you know if the criteria is met?

Project Start Date _____ / _____ / _____ **End Date** _____ / _____ / _____

PROPOSAL BUDGET INFORMATION: Please provide a detailed budget for expenses and income associated with your project. If your budget includes capital improvements or the purchase of furniture/equipment items costing \$1,000 or more, please include three (3) bids with your application.

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(attach additional pages if needed)