

# COMMUNITY FOUNDATION OF WEST TEXAS (formerly Lubbock Area Foundation)

## 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:	
Executive Director:	

### PROJECT INFORMATION

Project Contact Person:	Phone:	E-Mail:
PROJECT TITLE: _____		
Brief project description:		
South Plains Counties Served:   ___ Bailey   ___ Cochran   ___ Crosby   ___ Dickens   ___ Floyd   ___ Garza   ___ Hale ___ Hockley   ___ King   ___ Lamb   ___ Lubbock   ___ Lynn   ___ Motley   ___ Terry   ___ Yoakum		
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 Service _____   Outreach/Education: _____ What will be different, changed, preserved and/or improved because of this project?    
Amount requested: \$ _____   Total Project Budget: \$ _____
Project Start/End Dates: _____ to _____

# COMMUNITY FOUNDATION OF WEST TEXAS COMMUNITY GRANTS PROGRAM

## HOW TO USE THE PROPOSAL SUMMARY FORM

Type in the boxes to fill out the form. Use your mouse or the <Tab> key to move from one field to the next.

Please fill out every blank section in the application. Most fields have a limit of characters. All information must fit within the space provided.

When you have completed the Proposal Summary Form, please print and submit along with other proposal packet materials listed below.

### **10 COPIES OF THE FOLLOWING *MUST* BE PROVIDED TO COMPLETE YOUR PROPOSAL**

- Proposal Summary Form
- Proposal Narrative containing:
  - Description of the project and the need for it within the community
  - Full project budget including itemized use of requested funds (copies of bids/quotes should be included for single purchases or capital improvements over \$1,000.
  - List of grants received/pending related to the project and plans for additional funding
  - Plans for project continuation (if applicable)
- Current annual operating budget (including both projected expenses and revenues)
- Current year-to-date financial statements (please do not provide bank statements)
- Most recent year-end financial statements
- Copy of most recent IRS Filing (Form 990)
- Copy of most recent audit (if applicable)
- List of Board of Directors including employment affiliations, race and contact information

#### MAIL OR DELIVER YOUR PROPOSAL PACKET TO:

COMMUNITY FOUNDATION OF WEST TEXAS  
6102 82<sup>nd</sup> STREET, SUITE 8B  
LUBBOCK, TEXAS 79424

**NEED MORE INFORMATION? CONTACT DENISE OVIEDO AT COMMUNITY FOUNDATION OF WEST TEXAS  
BY EMAIL AT [denise@communityfoundationofwesttexas.org](mailto:denise@communityfoundationofwesttexas.org) OR BY PHONE AT (806)762-8061**