Catalyst Grant Proposal

NOTE: PLEASE USE INTERNET EXPLORER and fill out the application completely. Contact grants@aaf-hf.org or Kathie Grant, Grants Administrator, at 806.376.4521 if you have questions.

The AAF/HF Catalyst Grant Program accepts grant requests between $2,500 to $20,000 from charitable organizations located within and serving the northernmost 26 counties of Texas. Please note that requests over $20,000 need to go through the Discretionary Grant Program application. 2017 deadlines will be March 1 at noon, June 30 at noon, and November 1 at noon. Please see amarilloareafoundation.org/grants for more information about the Catalyst (and Discretionary) Grant program, including financial requirements, exclusions, and priorities.

Contact Information

Please enter the information for the person whom the Foundation should contact regarding this grant proposal.

Contact Name [   ]   **Contact Title** [   ]

Contact Work Phone [   ]   **Contact Alternative Phone** [   ]

Contact e-mail address [   ]

Is the contact person the Executive Director/CEO?   ○ Yes   ○ No

ED/CEO name [   ]   **ED/CEO official title** [   ]

ED/CEO phone number [   ]   **ED/CEO e-mail address** [   ]

Organization Information

Legal name of organization [   ]

If applicable, organization DBA or AKA [   ]

Tax ID / EIN Number [   ]

Organization physical address [   ]

City [   ]   **State** [   ]   **Zip Code** [   ]

Is the mailing address the same as the physical address?   ○ Yes   ○ No

Mailing Address [   ]

City [   ]   **State** [   ]   **Zip** [   ]

Organization Phone [   ]   **Organization fax number** [   ]

Organization Website [   ]

Year organization was founded [   ]

Organization Mission Statement

[   ]

Organization Financial Information

Fiscal year [   ] [   ]

Current operating budget [   ]

Please note, file size limit for attachments is 10 megabytes.
Upload the organization's current operating budget [   ]

Upload the organization's year-to-date Statement of Activities (i.e. income/expense statement) [   ]

Upload the organization's year-to-date Statement of Financial Position (i.e. balance sheet) [   ]

Does your organization have reserves?   ○ Yes   ○ No

Amount in reserves [   ]   **Description of reserves** [   ]

Does your organization have an endowment?   ○ Yes   ○ No

Amount in endowment [   ]   **Description of endowment** [   ]

Does your organization have a fund at AAF?   ○ Yes   ○ No

Amount in fund [   ]   **Name of Fund** [   ]

Project Information

Project Title
[   ]
(Characters left: x)

Project start date [   ]   **Project end date** [   ]

Amount requested [   ]   **Total project budget** [   ]

Please upload the complete project budget. [   ]
*Note: Please be sure the project budget includes both income AND expenses for the project.

Capacity building = or 'technical assistance'; activities that would build the infrastructure or sustainability of an organization (such as board training, building a strategic plan, creating a development plan, etc.)
Capital = Sometimes called 'brick and mortar' requests; includes things such as building renovation and construction, equipment purchases, and computer technology (usually is a depreciable item on the financial statements)
Program = Expenses directly associated with a program of the organization
General = Overall support for the organization that can include salaries, overhead, etc.
Research = Funding for scientific research
Student Aid = Funding that would be allocated for some type of student aid such as scholarships
Other = Any request that does not fit into the above categories

Type of support requested [▽]

One short sentence describing how the requested funds will be used.
[   ]
(Character count: x)

Summary:
Please thoroughly, but succinctly, describe your project or program here. This is your opportunity to "make your case" for funding.
[   ]
(Characters left: x)

What service area will this project serve? [dropdown]

Out of region = Outside of the top 26 counties of the Texas Panhandle
Regional = Serves all (or the majority) of the top 26 counties in the Texas Panhandle
Rural = Serves a rural county (any county outside of Potter/Randall) or a handful of rural counties
Local = Potter/Randall

What is the target population of the project/who will be served by the project?

(Characters left: x)

Timeline and Evaluation:

(Characters left: x)

Project Goals/Objectives:
Please insert SMART objectives for the project.
S=Specific, M=Measurable, A=Achievable, R=Relevant, T=Timely
Please note each objective should be SMART - not one objective for each letter of the acronym.

(Characters left: x)

If applicable, describe how this project has been funded previously and/or the plan for funding the project in the future.

(Character count: x)

How will this project improve quality of life for residents in the Texas Panhandle?

(Characters left: x)

Attachments - Catalyst Grant

Please note that ALL attachments have a 10MB file size limit. If a file is too large to attach, please try to reduce the size of the document. If a document (such as an Audit or a 990) is simply too large to attach, please e-mail to grants@aaf-hf.org, personally deliver, or mail to:
Amarillo Area Foundation
C/O Kathie Grant
801 S. Fillmore, Suite 700
Amarillo, TX 79101

If this is the first time the organization has applied for funding through the Amarillo Area Foundation,
Please upload the organization's letter of determination

**Upload cover letter (signed by individual authorized to act on behalf
of the applicant organization or the fiscal sponsor if applicable)**

Is the organization's annual operating budget under $50,000?

◯ Yes   ◯ No

Please upload internal financial statements for the most recent fiscal year end.
Is the organization's annual operating budget over $500,000?   ◯ Yes   ◯ No

Please upload a financial Audit for the most recent fiscal year end.

Please upload an IRS 990 for the most recent fiscal year end.