



Texas Cavalier's Charitable Foundation Grant Application checklist

You will need to gather the following information to fill out the grant application.
Application is here: <https://www.texascavaliers.org/apply>

Your application form must be submitted on or before April 1st to be considered for this year's grants.

ORGANIZATION INFORMATION

- Organization Name
- Full Address
- Phone(s)
- Website Address
- Executive Director's Name & Email
- Primary Contact Name, Title, Email & Phone
- Project or Program Cost/Budget
- Amount Requested from TCCF
- IRS Tax Identification
- Year Organization Established
- Indicate if this is a grant request for:
 - Capital Project or a Program
 - Project or Program Title
 - Geographical Area Served
 - City Council District
- Time Frame in which the funds will be used.
'From' date and 'To' date
- Have you received a grant from TCCF in the past?
If yes, Month & Year Previously Received

CLASSIFICATION OF YOUR CAPITAL PROJECT OR PROGRAM FOR CHILDREN

- Arts & Culture
- Education
- Medical/Science
- Social/Human Services
- Youth Enrichment
- Other

LIST OF OFFICERS, BOARD OF DIRECTORS, AND TEXAS CAVALIERS WHO ARE BOARD MEMBERS OR VOLUNTEERS OF YOUR ORGANIZATION (CURRENT OR PAST).

- List name and title for each person

NARRATIVE QUESTIONS

Please review all questions before you start answering them, to avoid redundancy. The terms "capital project" and "program" are used interchangeably.

- Problem or Need: Describe the problem or need your capital project or program will address.

Note: This problem statement is not the same as the description of the population to be served; nor is this the place to describe your capital project or program. (Limit: 1600 characters including spaces or about 250 words)

- People to be Served: Describe the population to be served by this capital project or program.

Include information such as age, gender, ethnicity, geographic area(s), income and/or poverty level. (Limit: 1300 characters including spaces or about 200 words)

- Capital Project or Program Description: Describe the capital project or program for which funding is being requested and its primary purpose. Briefly describe how the funds will be used.

Include capital project or program activities. (Limit: 1600 characters including spaces or about 250 words)

- Is your capital project or program ongoing or new?

Ongoing - Success Indicators

What have been past indicators of success? What have been challenges to achieving success? Have there been any recent enhancements? (Limit: 1600 characters including spaces or about 250 words)

New - Success Indicators

What is the basis for expecting that the capital project or program will succeed? This may include anecdotal information, evidence-based practices, literature review, or other. (Limit: 1600 characters including spaces or about 250 words)



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Narative Questions continued...

Mission Fit - How does this capital project or program fit with your organization's mission?

(Limit: 975 characters including spaces or about 150 words)

Other Grants - Do you have any plans to sustain this capital project or program via avenues other than grants?

We assume most nonprofits will sustain/continue their capital projects or programs by seeking additional grants. (Limit: 650 characters including spaces or about 100 words)

Capital Project or Program Evaluation - What change will occur in clients' lives as a result of this capital project or program, and how will you know that this change has occurred?

Identify the measurement tools you will use – qualitative or quantitative. (Limit: 1600 characters including spaces or about 250 words)

Organization Description/Background - Describe your organization.

Some suggested items to include: number of staff; number of volunteers (other than board members); clients served annually by entire organization; date established or founded; a list of your core services; impact or major accomplishments; a brief statement of your organization's vision for the next five years. Include the information you believe is most important to help the funder understand what makes your organization special. (Limit: 1300 characters including spaces or about 200 words)

Relationship to the Field - What other nonprofit organizations in your area provide similar services? How are your services or approach different from theirs? Does your organization coordinate services with other agencies, either formally (through a Memorandum of Understanding) or informally? (Not just on the proposed capital project or program.)

(Limit: 1600 characters including spaces or about 250 words)

NUMBER OF PEOPLE SERVED BY THE CAPITAL PROJECT OR PROGRAM

Number of People Directly Served

Cost Per Participant

FINANCIAL INFORMATION

Total Assets

Total Debt

Total Income

Total Expenses

Total Endowment

SOURCES OF REVENUE FOR YOUR ORGANIZATION

Board Members

United Way

Special Events/Fundraisers

% of Board Members Who Gave

Corporation/Business

Other Revenue

Private Contributions

Foundation Grants

Name of Auditors/Accountants

Name of Primary Financial Institution

Name of Investment Adviser

FILE UPLOADS

Files must be no larger than 8MB and must be in PDF format.

Organization's Budget

Current Financial Statement

Itemized Project Budget

Most recent Audited Financial Statement

The information in this application has been completed to the best of our knowledge and is accurate on behalf of the organization as represented. The funds, if awarded, shall be used in accordance with the terms of this application. Please enter your email to verify your electronic signature.

Email as Electronic Signature