



# LUBBOCK AREA FOUNDATION PROPOSAL SUMMARY

## ORGANIZATIONAL INFORMATION

|   |   |
|---|---|
| <b>Legal Name of Applicant Organization:</b>            |   |
| <b>Street Address:</b>                                  | <b>Mailing Address (if not the same):</b> |
| <b>Phone:</b>   | <b>Fax:</b>                               |
| <b>Web Site:</b>  | <b>E-Mail:</b>                            |
| <b>Employer ID Number:</b>                              | <b>Year Organized/Established:</b>        |
| <b>Mission Statement &amp; Geographic Service Area:</b> |   |
| <br><br><br>  |   |
| <b>Executive Director:</b>                              |   |
| <br>  |   |

## PROJECT INFORMATION

|  |                                 |                |
|--|---------------------------------|----------------|
| <b>Project Coordinator:</b>              | <b>Phone:</b>                   | <b>E-Mail:</b> |
| <b>Title:</b>                            |                                 |                |
| <b>Brief project description:</b>        |                                 |                |
| <br><br><br><br><br><br><br><br><br><br> |                                 |                |
| <b>Amount requested: \$</b>              | <b>Total Project Budget: \$</b> |                |
| <b>Project Start/End Dates:</b>          |                                 |                |
| <br>                                     |                                 |                |

### Checklist:

- Proposal Narrative containing:
  - Description of the project and the need for it within the community.
  - Specific use of funds requested.
  - A brief statement of the capability of personnel responsible for project implementation.
  - List of grants received/pending related to the project and plans for additional funding.
  - A plan for evaluation of project success.
  - Plans for project continuation.
- Project budget
- Proof of tax-exempt status — 501(c)(3) or equivalent
- Current annual operating budget and year-to-date financial statement
- Copy of most recent audit (if no audit, current financial statement)
- List of Board of Directors
- Resolution from Board of Directors/Governing Body approving the application
- Mail:** All attachments and ten (10) copies of the narrative and project budget sections to 2509 80th Street; Lubbock, TX 79423