



## GRANT REQUEST FORM

### GRANT AND ORGANIZATION INFORMATION

#### Grant Request

Total Amount Requested: \$ \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Duration of Project: from \_\_\_\_\_ to \_\_\_\_\_ When are funds needed? \_\_\_\_\_

Nature of Request:  capital  project  operating  program  endowment

other \_\_\_\_\_  
please list

#### Organization Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Federal ID #: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Chief Staff Officer (Name & Title): \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact Person (Name & Title): \_\_\_\_\_ Phone number: \_\_\_\_\_

Board Chairperson (Name & Title): \_\_\_\_\_ Phone number: \_\_\_\_\_

Dates of Organizations fiscal year: \_\_\_\_\_

Organization's total operating budget for past year \_\_\_\_\_ and current year \_\_\_\_\_

Does the organization have federal tax exempt status? Yes  No

#### Population Served

Please check the **primary** service category of organization (check only one):

Arts/Culture  Health  Human Services  Civil/Economic Development  Education

Other (specify) \_\_\_\_\_

#### Authorization

\_\_\_\_\_  
Signature, Chairman of Requesting Organization

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date



## GRANT PROPOSAL NARRATIVE (ATTACH SEPARATELY)

### General Details

Describe the project or initiative for which funding is being requested. Please include summary of your organization's mission, how the proposal aligns with the mission, the target audience of the proposal, expected outcomes, and indicators of those outcomes. Briefly describe any implementation timelines, and how your organization will measure the effectiveness of the program. Include information about how this proposal enhances the existing services in the community and the desired results or achievements expected at the end of the funding period.

### Funding Considerations

Describe plans for obtaining other funding needed to carry out the project/program or organizational goals, including amounts requested of other funders. If the project/program is expected to continue beyond the grant period, describe plans for ensuring continued funding after the grant period. List the top five funders of this project (if applying for a program grant) or organization (if applying for general operating support) in the previous fiscal year, the current year, and those pending for the next fiscal year.

## SUBMISSION INSTRUCTIONS & REQUIRED ATTACHMENTS

### Submission Instructions

- Type all proposals (minimum 10 point font).
- Do **not** include materials other than those specifically requested at this time.
- Submit completed application, proposal narrative and relevant attachments to

[admin@cgulubbock.org](mailto:admin@cgulubbock.org)

**or by mail to:**

Center for Global Understanding

Attn: Grant Review

P.O. Box 30

Lubbock, TX 79408

### Required Attachments

- Complete list of the organization's officers and directors.
- The organizations most recent audited financial statement including notes and IRS Form 990.
- Copies of the IRS federal tax exemption determination letters.
- Program Budget (multi-year if applicable)
- Grantee Report (if previously funded).