



Grant Application
Application & Instructions

Funding Policies It is the policy of the Piñon Foundation to identify and support programs, organizations and institutions that promote the education, health and well-being for children and the elderly within the granting areas. While preference is given to organizations in the Panhandle and Permian Basin of West Texas and metropolitans of Dallas and Oklahoma City, we recognize that such organizations located outside of these areas can also have a beneficial impact on the economic, social and cultural growth and development; therefore we will entertain grant requests from other locations.

Only 501(c)(3) organizations or an equivalent may apply.

Foundation funds may not be used for:

- Items for which third-party reimbursement is available;
• Research on unapproved drug therapies and devices;
• Grants to individuals as opposed to institutions/organizations.
• Brick and Mortar payments

Guidelines The Piñon Foundation accepts applications throughout the year. Necessary information will be determined by the individual request, but should include:

- Cover letter with summary of request;
• Completed application;
• Internal Revenue Service 501(c)(3) Determination or Affirmation letter dated within the last 24 months;
• A brief statement signed and dated on letterhead that there has been no change in the purpose, character, or organizational structure subsequent to the issue of the issuance of the IRS letter;
• Documentation as appropriate to the request.

Applicants who are unsure of their eligibility may submit a letter of inquiry with page 2 of the application. After review, such applicant will be advised whether or not to submit a full application.

- Select Your Area of Interest
[ ] Education [ ] Arts, Culture, Humanities [ ] Other
[ ] Health [ ] Human Services

(check all that applies)



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*Required Information* Please fill out the following fields.

Name of Organization:	
Project title:	
Project director:	
Position of project director:	
Who in your organization will be responsible for the accounting and follow up reporting?	
Email:	
Phone:	
Fax:	
If your organization is education based, please list the school in which the project director resides:	
Street address:	
City/State/Zip:	

Organization tax status:	<p>1. Is your organization tax-exempt under section 501(c)(3) of the Internal Revenue Code?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>2. Is your organization a governmental entity under section 170(c)(1) of the Code?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>3. Is your organization a state university described in section 511(a)(2)(B) of the Code?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
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Amount requested:	
Proposed start date:	
Estimated months to complete the project:	
If you have discussed this idea with a Piñon Foundation staff member, please provide individual(s) name. *Discussion with staff is not required.	

\_\_\_\_\_  
Printed Name of Individual Completing Application

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature

*Project Summary* Briefly describe your project. Your description should address the following questions, if applicable:

- What is the problem your project is trying to address?
- What are the goals of this project?
- What are the key project components or activities that must be carried out to meet the objectives?
- Who will carry out the project?
- What are the intended results or products?
- Who is the intended audience for this project? How will the results be shared with this audience?
- How would you define success for this project?
- Do you anticipate other funding sources?

Please respond in the space below or on an attached sheet.

*Narrative  
Response*



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*Brief Proposal Budget Guidelines* An important component of the application is the preparation of an initial budget. Please complete every field on the following page using your best judgment when projecting program expenses.

If you anticipate support (including in-kind) from an organization other than The Piñon Foundation, please enter those amounts in the Non-Piñon Support column.

Definitions:

- *Personnel* – all wages that are allocated to the program and related benefits and taxes applicable
- *Other Direct Costs* – office operations, communications/marketing, travel, meeting expenses, and project space
- *Purchased Services* – consultant and/or contract costs
- *Indirect Costs* – administrative expenses related to overall operations.

<i>Brief Proposal Line-Item Budget</i>	Budget Category	Piñon Foundation Support	Non-Piñon Support	Total
	Personnel	_____	_____	_____
	Other Direct Costs	_____	_____	_____
	Purchased Services	_____	_____	_____
	Indirect Costs	_____	_____	_____
	Grand Total	_____	_____	_____

*Submit Your Application* Please submit your completed document to:  
Piñon Foundation Attn: Board of Directors P.O. Box 1989 Addison, TX 75001

The Piñon Foundation accepts and reviews grant applications quarterly. Applications submitted will be carefully reviewed the first week of the new quarter. All applicants will be contacted and updated on their grant application status within the same week. Grants will then be mailed out to individual organizations the following week.

All grants must be received by the deadline dates listed below. Any applications submitted after the deadline will be considered and reviewed during the next quarter grant cycle.

- First Quarter Application Deadline – March 30<sup>th</sup>, 2018
- Second Quarter Application Deadline – June 29<sup>th</sup>, 2018
- Third Quarter Application Deadline – September 28<sup>th</sup>, 2018
- Fourth Quarter Application Deadline – December 28<sup>th</sup>, 2018