

# GRANT APPLICATION



The mission of Joining the Pieces Foundation is to join communities together to give a better tomorrow for adults with special needs. To accomplish this mission, we will accept applications from organizations that support special need adults either through employment or providing a learning environment for general operating support in Texas.

I. CONTACT INFORMATION	
<b>Key Contact</b> <b>Name:</b> _____ <b>Position or Title:</b> _____ <b>Email:</b> _____ <b>Phone:</b> _____	<b>Executive Director or President</b> <b>Name:</b> _____ <b>Position or Title:</b> _____ <b>Email:</b> _____ <b>Phone:</b> _____
<b>Mailing Address:</b>  <b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____ <b>Website:</b> _____	<b>Physical address if different from mailing:</b>  <b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____ <b>Phone:</b> _____

II. Organization background	
<b>Date founded:</b> _____	<b>Tax ID number:</b> _____
<b>Legal name:</b> _____	<b>DBA:</b> _____
<b>Organization mission statement:</b>	
<b>Organization vision statement (if applicable):</b>	
<b>Current operating budget:</b>	
<b># Full-time staff:</b> _____	<b># Part-time staff:</b> _____
<b># of volunteers and how your organization uses them (if applicable):</b>	
<b>Brief overview of the organization's background/history:</b>	
<b>Organizations with whom you collaborate and how:</b>	
<b>Provide unduplicated number served annually:</b>	

III. GRANT REQUEST INFORMATION	
<b>Date of request:</b> _____	<b>Date payment needed:</b> _____
<b>Title of grant request:</b> _____	<b>Total project budget:</b> _____
<b>Amount of request: \$</b> _____	
<b>Description of grant request (25 words or less)</b>	



**Provide an updated list of all other entities asked and planning to asked and planning to ask for support on the proposal with amounts and responses to date. When do you expect to hear from pending requests?**


**Goals, Baseline and Target Numbers**

**Goals should relate to the specific proposal. More than three goals may be provided.**


**V. EXECUTIVE SUMMARY**

**Executive Summary- Please condense the content of this application into a one page document (600 words or less) that could be shared, separately from the completed application with audiences, such as Board members, who may not review requests in their entirety. This summary should mention key elements of the proposal, the overall mission and work of your organization and the impact this grant request will have. This document will, in essence, tell the story of your agency and request in a summarized form.**

**A suggest format would include:**

- An introduction that includes the mission of the organization.**
- One short paragraph explaining the history of the agency's work in the community**
- One to two paragraphs that summarizes the proposed project, including the segment of the community served. If operating support, describe the agencies core programs.**
- One paragraph outlining the desired outcome, benefits to the community and how you define success.**

**ATTACHMENTS**

**Names and Title of Key Staff and contact information (if applicable)**

**Board list and affiliations**

**Project Budget (if applicable)**

**Organizational Budget for current fiscal year including revenue by source e.g. Foundations, individuals, government**

**Most recent Form 990 or Form 990-EZ**

**Signed audited financial statement (if available) for most recent year**

**Current financial statements**

**A copy of your 501 ( c)(3) IRS determination letter**

**Thank you for your time and effort in completing these forms!**