



January 1, 2024

Dear Prospective GKWCF Grant Applicant,

Thank you for your inquiry about a possible grant from the Greater Keller Women's Club Foundation. Grants will only be awarded to organizations with a 501(c)(3) tax-exempt status as determined by the IRS. Attached are the guidelines, application, and checklist for consideration of a grant in 2024. These forms, along with all supporting documentation, should be completed and returned to The Greater Women's Club Foundation, P.O. Box 2365, Keller, Texas 76244. The application must be postmarked no later than **March 15, 2024**.

The Foundation has a multi-step approval process to determine which organizations will receive grants. As part of the process, the grant applications are reviewed by the Greater Keller Women's Club Philanthropy Committee and by members of the Board of Directors of the Greater Keller Women's Club Foundation. There are numerous criteria including, but not limited to, financial need, other sources of support, administration costs, and impact in the community. The Greater Keller Women's Club Foundation strives for excellence in awarding grants that help our community and wishes the best for all of our applying organizations.

A letter indicating the status of your application will be mailed immediately following the final approval process in late May. The distribution of funds dinner will be held on **Thursday, June 20, 2024** at The Bowden Events and Weddings Venue.

If you have any questions, or if I may be of assistance, please call me at 817.501.3879 or email me at Philanthropy@gkwc.org.

Sincerely,

Beth Murray
Philanthropy Chairperson
Greater Keller Women's Club

*P. O. Box 2365 Keller, Texas 76244
www.gkwc.org*

GKWC FOUNDATION'S GUIDELINES FOR THE DISTRIBUTION OF FUNDS FROM FUNDRAISING ACTIVITIES

MISSION:

To assist in the development of the community by providing educational scholarships to graduating seniors in Keller ISD, and to assist in supporting, organizing and sponsoring various activities for the youth, seniors, and disadvantaged people of Tarrant County.

We are committed to being a partner in diversity, equity, and inclusion to each other, to those we serve, and to our community.

QUALIFYING ORGANIZATIONS:

Health and Human Services
Education
Arts and Culture
Community Improvement

Priority consideration is given to educational programs and to health and human service organizations, particularly with programs that help people gain skills for self-sufficiency.

QUALIFYING CRITERIA:

- Organization is exempt from federal income tax under section 501-C (3) of the Internal Revenue Service code.
- Charitable organization is in full compliance with all federal state, and local laws or regulations.
- Grant requests should be for a specific program or project, and the program or project should address community-related issues. Please note that grants are not given for general operating expenses.
- Grants generally will not be given to tax-supported organizations or religious groups and churches, except for programs or projects that broadly benefit the community.

GRANT APPLICATION CHECKLIST:

GRANT REQUESTS **MUST INCLUDE** THE FOLLOWING INFORMATION: **PLEASE DOUBLE CHECK YOUR APPLICATION!**

- Proposal summary: A brief description of the program or project for which funding is being requested, including target population, number of people who will be served and desired impact.
- Amount of the request: the total fund-raising goal for the project or program.
- Organization's stated mission.
- Organization's annual budget. Primary sources of funding.
- Financial information and budgets for both your agency and the specific program/project including both income and expenses for the prior year, current year, and project year.
- Others who financially support the organization & contribution levels.
- Current year list of Board of Directors, including addresses and phone numbers – please attach.
- Attach a copy of organization's 501-C (3) tax-exempt status determination from the IRS.

- Attach a copy of organization's W-9 form, form 990, and a financial statement.
- Completed application. **(This checklist must also be returned.)**
- Two signatures** as well as contact information. *Please note that the Grant Application will not be considered without this.*

Preparer of this grant application and checklist:

Name: _____ Phone #: _____

Email: _____

Signature: _____

Head of Agency

Name: _____ Phone #: _____

Email: _____

Signature: _____

GRANT APPLICATIONS MUST BE POSTMARKED NO LATER THAN **MARCH 15, 2024**

MAILING ADDRESS:

GREATER KELLER WOMEN'S CLUB FOUNDATION
C/O PHILANTHROPY
P. O. BOX 2365
KELLER, TX 76244

GREATER KELLER WOMEN'S CLUB FOUNDATION

GRANT APPLICATION

Date Submitted: _____

GKWCF use only

Date Received: _____

PLEASE COMPLETE ALL QUESTIONS:

Are you a new applicant or have you applied before (within the last 6 years)? New Repeat

If new applicant, would you welcome a site visit by our representatives? Yes No

Name of Organization: _____

Address: _____

Primary Contact: _____ Title: _____

Email: _____ Fax: _____

Phone: _____ Website: _____

Are you registered with GuideStar or Charity Navigator? Yes No

Amount of your grant request: \$ _____

Date of your organization's/grant's fiscal year: From: _____ To: _____

Will grant be used during current fiscal year? Yes No

If no, when will the funds be used? _____

Brief description of project or program for which funds are being requested [use additional pages if necessary]:

Purpose of the Project/Program [use additional pages if necessary]:

Who will the grant benefit (demographic/age/income, etc.) (use additional pages if necessary): _____

What is the immediate and long-term impact of this Project/Program (use additional pages if necessary):

How many clients do you expect to serve with the grant (please specify individuals or families): _____

How do clients find your organization? Are they referred? _____

Please list any grants received from the GWKCF in the past five (5) years (please specify date and amount).

How did you use the last grant you received from the GWKCF, if any?

BUDGET INFORMATION: DO YOU RECEIVE FUNDS FROM ANY OTHER SOURCES? Please check all sources that apply.

Organization	Yes	No	Amount	% of Budget*
United Way				
Government				
Corporate Donation/Grants				
Other Agencies				
Foundation/Churches				
Private Donations				
Special Events				
Other Sources				

*** If a source category makes up 50% or more of your budget, please identify donors' names of that category.**

2023 ORGANIZATION INFORMATION

Current fiscal year budget: _____
Administrative Costs \$ _____
% of total budget: _____
Campaign fund raising costs: _____
% of total budget: _____

2023 PROGRAM/PROJECT INFORMATION

Current fiscal year budget: _____
Administrative Costs \$ _____
% of total budget: _____
Campaign fund raising costs: _____
% of total budget: _____

Explanation of Administrative cost [use additional pages if necessary]: _____

2024 PROJECTED BUDGET OF THE ORGANIZATION

Fiscal year budget: _____
Administrative Cost \$ _____
% of total budget: _____
Campaign fund raising costs: _____
% of total budget: _____

2024 PROJECTED BUDGET OF THE PROJECT

Fiscal year budget: _____
Administrative Costs \$ _____
% of total budget: _____
Campaign fund raising costs: _____
% of total budget: _____