



Grant Application

The following Grant Application includes three sections that require completion:

- I. Organization Information
- II. Project Information
- III. Required Attachments

Submissions

There are two options for submission:

- E-mail: Send the completed application with the required support documentation to Jessica@elizabethtoon.org.
- Mail: The application can be printed and mailed with the required support documentation to:

Elizabeth Toon Charities
Attention: Jessica Gates
8343 Douglas Avenue Suite 100
Dallas, Texas 75225

Please note: Due to the dates of the board meetings a minimum of three months is usually required from the time an application is submitted until the grant is approved or declined. You will receive a letter of approval or decline via mail to the address submitted in the Grant Application.

Site Inspections

After an application has been submitted someone from our Distribution Committee may contact you to complete a site-inspection on behalf of our organization.

Questions

If you have questions when completing the Grant Application, please submit them to: Jessica@elizabethtoon.org.



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I. Organization Information

IRS Name, as listed on 501(c)(3): _____

Street Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Website: _____

Formation Date, Provided by IRS: _____

Tax Exempt ID Number (EIN): _____

Executive Director: _____

Direct Phone: _____

Organization's Annual Budget: _____

Revenue: _____

Expenses: _____

How did the Organization learn of Elizabeth Toon Charities?

Is the organization a Previous Grant Recipient of Elizabeth Toon Charities? { } Yes { } No

If yes, please provide date of the last grant: _____



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II. Project Information

Grant request Contact Person:

Title:

Email Address of Applicant:

Direct Phone:

Fax:

Program/Project Title:

Please provide a brief description of the Program/Project?

Please provide a brief description of who will benefit from the Program/Project, including the number of children impacted?

Amount for this request:

Total Budget for this Program/Project:

Please list other organizations that are supporting this Program/Project:

Community/Counties/Geographical Area Served by Program/Project: _____

This signature hereby certifies that the information contained in this Grant Application is correct to the best of our knowledge.

Signature

Title

Date



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III. Required Documents

Please attach or enclose the following items, labeling each with the appropriate letter to correspond with the items as lists below. If an item is not provided, please explain the reason.

Organization

- a) Organization mission statement and history. Not to exceed one page.
- b) Budget Summary for current fiscal year. Show major revenue and expense categories.
- c) IRS Form 990 (cover page only) for the most recently completed fiscal year.
- d) Names of governing board and/or advisory members.
- e) IRS Determination Letter recognizing the organization's tax exempt status under Internal Revenue Code 501(c)(3).