

# Paula Windham Fund for Education and Community Development

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*Community Foundation of Abilene*

## *Preliminary Information*

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### **Project Name\***

Use this space to title your funding request. For example, you may title this request "Operational Needs" or if making a program request, "XYZ Program Support."

*Character Limit: 100*

### **Amount Requested\***

*Character Limit: 20*

### **Annual Operating Budget Amount\***

*Character Limit: 20*

### **Purpose of Organization\***

Please provide your mission statement and a brief introduction to your organization and what you do.

*Character Limit: 2500*

### **Summary of Request\***

Provide an overview of the proposed project.

*Character Limit: 3500*

### **Discussion of Need\***

Please provide details about the program or project and describe how it meets the community needs as well as how funding will be used.

Some questions to answer:

What are the current needs, challenges, or problems this will address? How will funding be used to meet those needs/challenges? What is your target population? What are the program objectives and expected outcomes?

*Character Limit: 5000*

## Organizational Information

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### Current Programs and Activities\*

Please provide information on current programs, activities, or events your organization offers for the community.

*Character Limit: 3500*

Are there similar organizations offering the same or similar services? If yes, please list them and explain how your services may differ from theirs.

*Character Limit: 1500*

### Counties Served\*

Any applicants outside of counties listed that are within a 150 mile radius of Oplin, Texas will also be accepted. Please check the box "Other" if the county you serve is not listed.

#### Choices

Brown  
Callahan  
Coleman  
Comanche  
Eastland  
Fisher  
Haskell  
Jones  
Kent  
Knox  
Mitchell  
Nolan  
Runnels  
Scurry  
Shackelford  
Stephens  
Stonewall  
Taylor  
Throckmorton  
Other

Please list the county you serve if you chose "Other."

*Character Limit: 250*

### Governing Board Members\*

Upload a list of the organization's Board of Directors.

*File Size Limit: 1 MB*

## Financials

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For the **Financials** section where uploads are needed. The following formats will be accepted.

- doc (Microsoft Word)
- docx (Microsoft Excel)
- pdf (Adobe)

Only one document can be uploaded per section. If you have separate documents for a specific section, please combine into one document and upload.

### Annual Operating Budget\*

Please upload your current year annual operating budget.

*File Size Limit: 2 MB*

### Balance Sheet\*

Please upload a current Balance Sheet or Statement of Financial Position for your organization. This is not a P&L Statement.

If you do not have one, please use the link to access an excel format of the Balance Sheet and upload.

*File Size Limit: 1 MB*

### Financial Narrative - Optional

Upload a financial narrative to better explain your budget and/or balance sheet. Examples would be a large cash balance on hand, budget issues, or better explain how things are going financially and where your organization is headed.

*File Size Limit: 1 MB*

### Financial Audit

Please upload your most recent audited financial statement or financially prepared statement by a CPA with management letter. If you do not have one, upload your most recent 990 tax form on the next question.

*File Size Limit: 5 MB*

### Most Recent 990 Tax Form

Please upload your most recent 990 tax form here if you do not have a financial audit or financially prepared statement.

*File Size Limit: 5 MB*

### IRS Determination Letter\*

Please attach your IRS 501c3 IRS Determination Letter. If you are not considered a charitable organization by the IRS, please upload one of the following:

- Fiscal Agent Letter
- W-9
- Articles of Incorporation

Eligibility requirements - Organizations with an IRS tax exempt status, municipalities, local governments, volunteer fire departments, churches, school districts, universities, colleges, trade schools, and chamber organizations located in a rural area. A rural area is defined by Community Foundation of Abilene as all territory that is not within the extra-territorial jurisdiction (ETJ) of any city having a population of one hundred thousand or more. If you have any questions regarding your charitable status, please reach out to Meagan Harris, [mharris@cfabilene.org](mailto:mharris@cfabilene.org).

*File Size Limit: 3 MB*

## *Additional Project Information*

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### **Collaborations/Partnerships\***

Is your organization collaborating with the community in support of this project? Has your organization secured additional funding partners? Is your board of directors in support of this project and are they supporting the fundraising effort?

*Character Limit: 2500*

### **Capital Project Budget or Bid**

If your request includes capital needs, please use the space below to upload a capital project budget or bid. Please provide additional information to better understand the budget or bid uploaded.

*Character Limit: 2000 | File Size Limit: 2 MB*

### **Project Start Date**

Please enter the estimated start date for your project.

*Character Limit: 10*

### **Project End Date**

Please enter the estimated end date of your project.

*Character Limit: 10*