

The Lester and Beatrice Williams Foundation
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Livingston, TX 77351
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GRANT REQUEST FORM
AGENCY INFORMATION SHEET

Name of Agency:

Mailing Address:

Physical Address:

Phone Number:

Fax Number:

Executive Director:

Contact Person:

Annual Budget Size:

Number of Personal Served Annually:

Purpose / Mission of Organization:

Brief History of Agency:

Serviced Provided for Community:

CHECKLIST FOR GRANT REQUEST

THREE COPIES OF THE FOLLOWING:

Agency Information Sheet
Project Information
List of Board Members
Current Operating Budget
Proposed Operating Budget for Upcoming Year
Balance Sheet and Income Statement for last two years
IRS determination letter of 501(c)(3) status

PROJECT INFORMATION

- I. Name of project**
- II. Identify the one category which best applies to the project:**
 - (1) Arts and culture
 - (2) Education
 - (3) Community Development / Service
 - (4) Environment
 - (5) Health
 - (6) Human Services
 - (7) Recreation
 - (8) Religious
- III. Amount Requested**
- IV. Briefly describe the project, including a summary of:**
 - (1) The critical issues / opportunities it addresses
 - (2) Is benefit to the community
 - (3) The changes/result it is hoped will be achieved by the project
- V. The project time frame**
- VI. List the name of they key staff and volunteers involved with the project**
- VII. Specifically itemize in budget form how the funds requested from the foundation will be used**