

SAHF Grant Application

San Angelo Health Foundation

Application Guidelines

The San Angelo Health Foundation is geographically restricted to San Angelo and the Concho Valley. Your organization must be a 501(c)(3) public charity or a public institution to apply. Grant proposals that do not serve our area will be abandoned.

PLEASE NOTE: Applicants are asked to submit proposals at least **THREE TO FOUR MONTHS** before the time funds are needed, and as early as possible, to provide staff the opportunity to adequately research and become familiar with the proposal.

Grant Applications will not be processed until the **SUBMIT APPLICATION** button is clicked at the bottom of your application.

Executive Director*

Are you the Executive Director of the organization?

Choices

Yes

No

Executive Director

Please have the Executive Director begin the application and click on the collaborate button in the upper right-hand corner so that you can participate in the grant application process. If you are a grant writer, you will need the Executive Director to upload a signed document stating that you are authorized to work with this organization.

Executive Director Letter (if necessary)*

Please upload a signed letter allowing the grant writer to manipulate your grant application. Please include the grant writer's name and email address.

File Size Limit: 1 MB

Executive Summary

Letter Signed by Board Chair*

Please upload a signed letter indicating the Board Chair's approval of the project.

File Size Limit: 5 MB

Amount Requested*

Character Limit: 20

Project Title*

A brief name for the project you are requesting funds.

Character Limit: 250

Summary of Project*

Please briefly summarize the project for which you are requesting funds.

Character Limit: 5000

Organization Information

Program Area

Select the choice that best describes the programs the organization provides

Choices

Animal-Related Activities
Arts, Culture, Humanities
Community Improvement/Capacity Building
Disease/Disorder/Medical Disciplines (multipurpose)
Educational Institutions and Related Activities
Employment/Jobs
Environmental Quality, Protection & Beautification
Food, Nutrition, Agriculture
Health-General & Rehabilitative
Housing/Shelter
Human services-Other (multipurpose)
Mental Health, Crisis Intervention
Philanthropy and Voluntarism
Public Protection: Crime/Courts/Legal Services
Public Safety/Disaster Preparedness & Relief
Recreation, Leisure, Sports, Athletics
Youth Development

IRS Determination Letter*

Determination letter which indicates 501(c)(3) tax-exempt status, and that the organization is not a private foundation as defined in Section 509(a).

File Size Limit: 1 MB

Most recent IRS Form 990*

Please include Schedule A and all supporting schedules.

File Size Limit: 6 MB

Mission & Goal Statement*

Character Limit: 5000

Organization Chart (both Staff and Board)*

File Size Limit: 2 MB

Board Roster*

Please upload your organization's current board roster (including occupations and/or community affiliations) and how many times a year the board meets.

File Size Limit: 2 MB

Organization History*

Please give a brief summary of your organization. Some examples of items to include are:

- When your organization was established?
- How many employees and/or volunteers?
- Please list current services and programs.
- Have you received any recent awards or accomplishments?

Character Limit: 10000

Most recent financial statements*

Please upload your most recent financial statement including a balance sheet and income and expenses compared to the budget.

File Size Limit: 5 MB

Duplication of Services*

Please list other local groups doing similar or related work, and your linkages with them

Character Limit: 2000

Proposed Project Information

Project Description for Annual Report

Character Limit: 250

Approximate Date Funding is needed*

Please note: Grant applications should be submitted three to four months prior to the date the funding is needed for the project.

Character Limit: 10

Proposed Project Information*

Please detail the following:

1. Description of your project
2. Statement validating the need for your project (if statistics or opinions are included, the source reference should be cited)
3. Description of the target population and how they will be positively impacted
4. The geographic area of the project

Character Limit: 10000

Proposed Project Implementation*

1. List the goals and objectives of the project
2. List of corresponding action steps to accomplish goals and objectives (include dates)
3. Implementation schedule

Character Limit: 10000

Proposed Project Budget*

Please download the project budget template by clicking [here](#). Follow the directions on the template.

Failure to upload the project budget, explain funding for the requested project or explain expenses will result in the grant application being marked incomplete.

Character Limit: 10000 | File Size Limit: 5 MB

List other organizations participating in this project*

Include their roles, contact name, and phone number

If none, please type **none**

Character Limit: 1000

Key staff and volunteers*

List of names and qualifications and/or resumes (job descriptions of key staff and volunteers responsible for the project can be uploaded)

Character Limit: 5000 | File Size Limit: 2 MB

Sustainability*

What are the long-term funding strategies for the project at the end of the grant period?

Character Limit: 5000

Capital Projects

If this is a capital project, three bids are requested. Please upload the bids or quotes. (If your grant ask includes purchasing equipment that is a capital project.)

Character Limit: 10000 | File Size Limit: 5 MB

Support Letters

Please upload support letters for your project, while not required it is highly encouraged to show support for your project.

File Size Limit: 2 MB

Supplemental Information

Use this box to provide details or upload items directly related to your grant proposal that are pertinent to your project. Do not duplicate uploads or provide information previously provided in the grant proposal.

Character Limit: 10000 | File Size Limit: 2 MB

For applications over \$50,000:

Bylaws*

Upload most recent Bylaws

File Size Limit: 5 MB

Most Recent Audit or Audit Report*

The following bullets outline our audit requirement guidelines:

- If gross annual receipts are under \$50,000 an audit is not required (upload the most recent annual income statement).
- If gross annual receipts are under \$500,000 and total assets are less than \$1,000,000 then a CPA-compiled financial statement together with an agreed-upon procedure testing internal controls, is required.
- If gross annual receipts are over \$500,000 and total assets are over \$1,000,000 then an independent audit is required.

File Size Limit: 5 MB

Submittal

Artificial Intelligence*

Have you used AI to complete or answer questions in this grant application?

Choices

Yes

No

Signature for Submission*

By typing my name below, I certify that I have the authority to submit this grant application on behalf of this organization.

Character Limit: 100

