



2008 SPURS FOUNDATION GRANT APPLICATION

Timeline:

September 25, 2008	Completed Grant Applications due by 3 pm to Spurs Foundation offices at AT&T Center * One AT&T Center * San Antonio, Texas 78219	
October 30, 2008	Notification to Grant	Recipients
November 14, 2008	Grants Funded	

The Spurs Foundation has helped physically, emotionally and economically underserved youth in the South Texas community since 1988. Funded solely by fundraisers and donations, the Foundation uses its resources to serve youth by encouraging their growth, creativity, development of character and education and providing opportunities to enjoy a greater quality of life. The Spurs Foundation has provided more than \$13 million in cash and in-kind donations since its inception.

RESTRICTIONS:

- **Grants are not made to:** individuals; churches; religious organizations for sectarian purposes; schools (public or private) or school system foundations; political organizations; sports teams or sports organizations that provide normal and customary athletic activities for children or adults; national organizations that do not have local, financially independent chapters; organizations without 501(c)(3) tax-exempt status or organizations that request more than \$100,000.
- **Grants are not made for:** salaries; travel; general operating costs; medical research; political activities; one-day events; conferences, workshops or seminars; seed or start up funds; compensation for professional fundraisers; emergency matching funds; fundraising events including the purchase of tables, tickets, advertisements; vehicles; land acquisitions; operating deficits, or debt reduction.

FUNDING PRIORITIES/ELIGIBLE PROJECTS:

The Spurs Foundation accepts applications from tax-exempt 501(c)(3) South Texas organizations seeking funding of \$10,000-\$100,000 for specific projects that meet a specific need and will benefit and positively affect the lives of economically, emotionally and/or physically disadvantaged youth.

Children and Youth—particularly those underserved and at-risk:

Funding Priorities: Youth welfare including addressing basic needs ; youth empowerment to make informed decisions regarding substance abuse, relationships, etc.; programs that inhibit the incidence of risk-related behavior; positive self-image and/or character development programs; youth development programs; programs that promote educational achievement; programs that promote the healthy development of young children and prevent the serious problems of abuse and neglect; opportunities to play and/or live in safe, supportive environments; quality health, fitness and teamwork programs; mentoring; literacy; athletic skills development; cultural development; programs promoting/encouraging job search preparation and a skilled and educated workforce.

Applying organizations must have a record of outstanding service in effectively and efficiently delivering programs and services that improve the lives of children in need. All requested grant monies received must be used for the exclusive benefit of economically, emotionally and/or physically disadvantaged youth. The Spurs Foundation seldom commits funds for continuing support. Applications from non-profit organizations that have been in business 18 months or less are discouraged. The Spurs Foundation remains primarily committed to its hometown of San Antonio but will occasionally support efforts of significance outside of Bexar County. **Please note RESTRICTIONS above.** All grants will require a match that will be described in more detail on the grant application. Funded organizations must submit a follow-up evaluation. Successful grant applicant(s) will become the Spurs Foundation's 2008-2009 charity(ies) receiving publicity throughout the year.

SPURS FOUNDATION TAX YEAR AND ANTICIPATED GRANT FUNDING:

The Spurs Foundation's fiscal year is July 1 - June 30. Final grant total awarded is expected to be \$100,000. **Selected applicants will be notified on or by October 30, 2008 with grant disbursement occurring shortly thereafter.**

APPLICATION REVIEW AND AWARD CRITERIA:

The volunteer members of the Spurs Foundation Board of Directors will select projects on a competitive basis with the ultimate goal of funding requests that have the potential for significant impact and are sustainable. All grant applications will be evaluated and selected by the Spurs Foundation's Board of Directors. If the proposal is within the Foundation's guidelines and interests as stated above, the following additional factors are taken in consideration: completeness; the request described in clear and adequate detail; accuracy and credibility of the application; serious need for the grant, its potential for success and low level of duplication; strategic relevance to the Spurs Foundation's mission of improving the quality of life for disadvantaged or underserved youth; program's creative solution to a quality of life issue; its ability to serve an adequate number of individuals to justify the dollars requested, both immediately and ultimately; the representation that the project will have efficient and economical management by qualified persons; a realistic and practical budget; and a sound plan for raising matching funds. The Foundation gives preference to those organizations that best fit our grant criteria as stated above and are responsive to critical community needs. Site visits by representatives of the Board may be conducted as part of the final evaluation process. Members of the Foundation board may grant awards to one or several projects. The Foundation also has the right to make exceptions to these guidelines, as it deems appropriate. Regretfully, the Spurs Foundation is unable to support all worthwhile causes.

APPLICANT PROCESS:

All proposals must be stated in a factual and concise manner on this six-page Spurs Foundation Grant Application Form – Up to three additional pages are allowed. You may use a computer if you duplicate the Application Form exactly. Applications must be received in the Spurs Foundation offices no later than **3 pm on Thursday, September 25, 2008**. The address is: Spurs Foundation * One AT& T Center * San Antonio, Texas 78219. To ensure your application packet arrives by the deadline, please consider a delivery service or adequate mail time. Organizations must submit ten (10) copies of the completed grant application packet which includes grant application, proof of IRS 501(c)(3) status, cover letter, fact sheet, list of board members, project timeline and a project budget. Incomplete packets or requests for more than \$100,000 will not be considered for funding. Faxed or emailed copies will not be accepted. Please do not use notebooks or methods of binding that add unnecessary weight to the application packet. Thank you

To COMPLETE APPLICATION, PLEASE INCLUDE THE FOLLOWING: (Applications submitted without these materials will not be considered)

- Brief Cover Letter
- A copy of a valid Internal Revenue Service letter granting exemption under Section 501 (c) (3) of the Internal Revenue Code.
- A detailed "Project" budget for which funding is sought.
- Board Approved organizational budget for the current fiscal year
- Project timeline.
- Name and address list of your board members, officers and/or trustees
- Your organization's Fact Sheet that includes your mission statement.
- Ten (10) complete grant application packets must be in possession of the Spurs Foundation by 3:00 p.m. on September 25, 2008: Spurs Foundation, One AT& T Center, San Antonio, TX 78219. The AT&T Center is on the northwest corner of Houston and AT&T Center Parkway. Park in Lot 3 off Houston Street and enter the Southeast VIP Entrance.

Late or incomplete application packages will be disqualified. All Eligibility requirements must be met for a project to be reviewed for selection using the criteria. The Spurs Foundation cannot verify receipt of applications.

Please send certified or use delivery services that verify arrival.



2008 Spurs Foundation Grant Application

Due Date: 3 p.m. September 25, 2008

Date of Submission: _____

Organizational History and Capacity

Charity: _____

Brief Applicant Overview: We are applying for a \$ _____ grant to fund: _____

Legal Name of Organization as listed with IRS 501(c)(3) if different from above: _____

If the organization has operated under a different name, what name and why was it changed? _____

When and where was the organization founded? _____

Are you a **local non-profit** or a **chapter of a national or international organization**? _____

Address (include county): _____

Phone :() _____ Fax# :() _____ Email Address: _____

Organization's Website Address: _____

Organization's Board Chairman: _____ Ph: _____

Organization's Executive Director: _____ Ph: _____

Organization's Development Director: _____ Ph: _____

Who should receive grant notification (*please select one and include phone, fax and email for this person*).

_____ Board Chairman _____ Executive Director _____ Development Director –

Phone: _____ Fax: _____ Email: _____

Staff: No. of professionals _____ No. of clerical staff _____ No. of volunteers _____

Who (name, title, phone, email) is responsible for coordinating, implementing/directing the proposed Project?

_____ Ph: _____

Email address: _____

In what city/county will these funds be used? Bexar Other: _____

Approximately how many unduplicated youth will this Project serve? Per Month: _____ Per Year: _____

How many unduplicated youth does your agency serve per year? _____

What population does your agency benefit: (include socio-economic status; language; age; ethnicity; physical abilities, etc.)

What percentage of the population you serve is low-income? _____

What is the geographic service area of this Project's target market (south, west etc. include zip codes please)

Please complete this statement: "The recipients of the Project we are seeking funding for will come from..."

(e.g. other agencies, schools, city/county, state or law enforcement referrals, neighborhood referrals, etcetera)

Does this project duplicate any others in your geographic area? If yes, what distinguishes it from others?

Will the project's recipients pay for any of the proposed services? If yes, please explain. _____

Financial/Budget/Fundraising Information

What is your organization's **total fundraising goal for this year**? \$ _____

Total amount REQUESTED for THIS PROJECT from the Spurs Foundation: \$ _____

Does this request include salary costs? Yes No

Total amount BUDGETED for THIS PROJECT : \$ _____

Will any part of this grant go toward general operating expenses? Yes No

What percentage of your current operating budget is spent on administration and fundraising expenses? _____%

For last **complete fiscal year and the current year of your non-profit**, please complete the following:

INCOME:

- Corporations \$ _____
- Foundations \$ _____
- Government \$ _____
- Individual \$ _____
- United Way \$ _____
- Earned \$ _____
- Other \$ _____

EXPENSES:

- Fundraising \$ _____
- Administrative/General \$ _____
- Program Services \$ _____
- Other \$ _____

Total Annual Income \$ _____ **Total Annual Expenses:** \$ _____

All grants will require a match of at least 50% through each organization's own special fund-raising activities. Discuss your fundraising and revenue strategies that will enable you to match this grant. If applicable, please outline other matching programs in which you have participated:

*Note: The Spurs Foundation does not recognize the use of United Way or operational funds as a basis for raising matching funds.

Will you have/need funding from other sources? Yes No

If yes, please list other principal sources of funding for this project including amounts requested and committed (start with United Way if applicable):

Please describe you're your project will build upon and be sustained financially after your initial funding expires:

If your organization receives a grant from the Spurs Foundation, does your organization, in consideration thereof, (1) warrant and represent that any amount received from the Spurs Foundation will be used solely for the purpose you described herein, and (2) hereby agree to submit, upon request, independent audits showing how your organization used any such grant from the Spurs Foundation? YES NO

Name, Signature and Title of person authorized to submit this proposal

Name: _____

Title: _____

Signature: _____

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Thank you. Selected charities will be notified on or by October 30, 2008.