

AILA New Mexico/Oklahoma/Texas CHAPTER GRANT/FUNDING REQUEST CHECKLIST

The AILA Texas/New Mexico/Oklahoma Chapter Grant/Funding Request Application process consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

- Section I: Cover Letter (one page) [Required]**
Include the purpose of the grant request and a brief description of how funds will be used by your organization.
- Section II: Grant/Funding Request Form [Required]**
Complete the 2-page template provided.
- Section III: Narrative [Optional]**
 - You may include a 2-page narrative regarding your organization, those being served & basis for funding request.*
 - To assist you in preparing your narrative, we are providing you with some topics to cover in your submission:*

Narrative Questions

- 1. Organization Background
- 2. Goals
- 3. Current Programs
- 4. Board/Governance: Number of Board Members
- 5. Staffing & Volunteers
- 6. Supervision & Planning

- Section IV: Attachments [Optional]**
In order to review your grant request, you may submit any or all of the following attachments:

Financial Attachments

- 1. Organization budget
- 2. Year-end financial statements, audit and Sources of Income Table
- 3. Major contributors
- 4. In-kind contributions

Other Attachments

- 1. Proof of IRS federal tax-exempt status, dated within the last five years
- 2. Annual Report or Independent Audit, if available; evaluation results (*optional*); the organization's most recent evaluation results, relevant to this request.

- Timeline/Deadlines:** A completed application must be received by the AILA Texas/New Mexico/Oklahoma Chapter Donations Committee Chair Jodi Goodwin at the address listed below by *no later than February 1* for the year funding is requested. The Grant/Funding Request will be reviewed, considered by the *Donations Committee* before being forwarded for a decision by the AILA Texas/New Mexico/Oklahoma Chapter at the AILA-Texas Spring Conference.

Address for submission of the Grant/Funding Request:

Law Office of Jodi Goodwin
1322 East Tyler Avenue
Harlingen, Texas 78550
Ph: 956-428-7212; Fax: 956-428-7360
jodigoodwin@sbcglobal.net

Thank you for your time and effort in completing this application.

AILA New Mexico/Oklahoma/Texas CHAPTER GRANT/FUNDING REQUEST FORM

Legal Name of Organization:

DBA (if applicable):

Mailing Address, City, State, and Zip:

Website:

Phone:

Fax:

EIN:

Name of CEO or Executive Director:

Phone:

Email:

Application Contact & Title (if *not* the CEO or Executive Director):

Phone:

Email:

Organization Information

Mission Statement:

Geographic Area Served (specific to this proposal):

Description of Populations & Communities Served:

Please list your affiliations in the community (such as individuals & organizations) that regularly collaborate with you:

Tax Exemption Status:

- 501(c)(3)
 Other than 501(c)(3), describe:

Number of Board Members:

Year Founded:

Number of Employees: Full-time: Part-time: Volunteer:

Who supervises work of staff and/or volunteers?

List all services provided by your organization:

List immigration services provided by your organization:

Funding/ Grant Request Information

Type of Funding/ Grant Requested (select one): Amount of Request: \$

- General Operating Support
- Program Support
- Capital Request
- Other

For requests other than general operating support, describe what the grant will be used for:

Financial Information

Organization's Current Budget for Fiscal Year Ending:

Income: Expenses: Fiscal Year (Dates):

AND, if other than a general operating request,

Program or Capital budget: Dates: from: to:

Income: Expenses:

Do you provide need-based assistance? And, if so, what are your criteria?

Besides funding your Grant request, what other assistance may our AILA Chapter provide to your organization?

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

CEO/Executive Director

Date