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**HAYS COUNTY APPICATION FOR FUNDS**

**Applications are due by June 30, 2022**

Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applications should be signed by both the chief administrator/executive officer and by the Board President or Chair, if applicable.

I swear that this application and the accompanying proposal contain information that is true and correct to the best of my knowledge.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send application to:

**Vickie Dorsett**

**Hays County Budget Office**

**111 E. San Antonio Street, Suite 303**

**San Marcos, Texas 78666**

**or email to** [**vickie.dorsett@co.hays.tx.us**](mailto:vickie.dorsett@co.hays.tx.us)

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**GRANT PROPOSAL GUIDELINES**

**Applications are due by June 30, 2022.** The following guidelines outline information required by Hays County for all FY 2023 Community and Public Service funding requests. Proposals will not be reviewed until all required information has been received. Additional information may be requested once the review process begins. Failure to submit requested information within 30 days may result in removal of the proposal from the review process. Commissioners Court is responsible for the final approval of each grant. Since the County usually receives funding requests far in excess of its ability to fund, some requests may be denied.

For additional information or guidance in preparing the proposal, please contact Vickie Dorsett with the Budget Office at 512.393.2275 or [vickie.dorsett@co.hays.tx.us](mailto:vickie.dorsett@co.hays.tx.us).

**PROPOSAL REQUIREMENTS**

**I. HAYS COUNTY APPLICATION FOR FUNDS**

**II. REQUIRED SUPPORT INFORMATION TO BE ENCLOSED**

1. Brief History of Organization and Description of Existing Services

Please include mission, current programs and accomplishments, current number of staff and volunteers, current population served per year, and geographic location served.

1. Description of Need for Funding

Include a statement of need for funding, specific uses for funding, and the population expected to benefit from the funding. In this section include a statement explaining if the proposed funding is for general operating expenses, specific projects or programs, etc.

1. Current and Projected (FY 2023) Sources of Revenue or Income

Include a list of all entities that are currently providing funding and those that have been asked to give financial support for FY 2023. This list should include current and proposed amounts for each entity.

1. Plans for Funding after the Grant Period

Include an explanation of the expected need for future funds and plans for future revenue or income.

1. Plans for Evaluation

Include measurable, time-specific goals, a description of information to be collected to measure progress and success, and how that information will be collected. This section should detail a strategy for documenting the effectiveness of the proposed funding.

1. Current Budget and Proposed FY 2023 Operating Budget

Include income from all sources and all expenses. The current budget should include YTD figures and should detail where current funds are utilized. The FY 2023 budget should include sources of funds already committed and those requested or pending. If a specific project or program is to be funded, please provide a specific program budget.

1. Balance Sheet or Statement of Financial Position

Provide YTD Statements of Financial Position. These Statements should encompass all assets and liabilities.

1. Income Statement or Statement of Activities

Provide YTD Statements of Activities. These statements should reflect funding compared to program expenses, administrative expenses, and other operating expenses. These statements should categorize any contributor restrictions placed on received or expended funds.

1. List of Board/Officers/Advisory Board

Include names and qualifications of staff involved with the project or program utilizing proposed funding.

1. Documentation
   1. Most recent certified audit.
   2. Latest IRS Form 990 filed.
   3. Most recent copy of the applicant's status as an exempt organization for federal income tax purposes [e.g. 501(c)(3) letter].

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**Vickie Dorsett**

**Hays County Budget Office**

**111 E. San Antonio Street, Suite 303**

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