

Rio-South Texas Education and Community Development Foundation
Application Checklist

Item/Document	Description
IRS Determination Letter	Eligible Lead Applicants must be 501(c)3 organizations. In order to be considered complete, proposals for funding must be submitted with an IRS Determination letter showing the organization is a 501(c)3.
W-9 Form	In order to be considered complete, proposals for funding must be submitted with an IRS W-9 Form. Should the proposal be funded, this form is required for processing and distribution of the award in a timely manner.
Funding Proposal	Proposals for funding must use the RSTEF proposal template. You can request an MS Word copy of the template by contacting the Grant Manager. Below are listed the required components for a funding proposal and abbreviated descriptions.
<i>Proposal Summary/ Executive Summary</i>	<i>The Proposal Summary should be about one paragraph of 1-3 sentences and should include: (1)The amount of funding requested; (2)Provide where the 1 to 1 Matching Funds will come from (matching funds must be available no more than 30 days from RSTEF's funding); and (3) Give the most general description of the use that will be made of the funds.</i>
<i>Organizational History</i>	<i>The Organization Description and History section should be about 1-4 pages in length and should include (in the order below): (1) The history of the organization; (2) The structure of the organization; (3)Information about office locations that will be involved in carrying out the activities that will be funded by the requested grant; (4) Major accomplishments of the organization; (5) Relevant experience and accomplishments of the organization; (6) Established partnerships and relationships that will be important to carrying out the activities funded by the grant; and (7) Explanation of how the description you provide makes your organization an appropriate grantee.</i>
<i>Problem Background/ Statement of Need</i>	<i>The Background section, of 1-3 pages in length and should provide:</i> <ul style="list-style-type: none"> •An explanation of the problem that has created the need for the program that will be funded by the requested grant. •It should provide evidence that the problem exists in the Rio South Texas Region (Cameron, Hidalgo, Jim Hogg, Starr, Webb, Willacy, Zapata) •Provide evidence that the proposed project will contribute to a solution to the problem or will reduce the harmful impact of the problem.
<i>Project Description</i>	<i>The Project Description may vary widely in length depending on the size and scope of the program that will be funded and the size of the award being sought.</i> <ul style="list-style-type: none"> •The project description should give the reader a detailed description of the program that will be funded by the requested grant. •It should explain the duration of time during which the funds will support the project. •The goals of the project, how they will be achieved, how success or failure will be measured. •What services you promise to deliver to what population and what results you expect to bring about.
<i>Project Timeline with associated costs</i>	<i>Using your Project Description, provide:</i> <ul style="list-style-type: none"> •A timeline that shows the chronological order in which the activities listed under each goal heading will be undertaken and/or completed. •Also include information about how/when funds that are awarded will be spent to support each activity.
<i>Budget</i>	<i>Provide the reader with a table with categories of expenditures that will be funded by the requested grant, how much funding will be required for each category, and how much of that funding will come from the grant request. Also include matching funds and who the donors are. The Foundation requires a 1:1 match.</i>
<i>Points of Contact</i>	<i>Provide the Name, Title, Address, Phone, and Email for the roles of Primary Contact, Project Manager, Grant Administrator, and Authorized Signatory.</i>