



HIGHLAND LAKES SERVICE LEAGUE

Contributing to the betterment of the community through volunteerism, providing financial support of nonprofit organizations and monetary assistance to individuals and families in need

INFORMATION FOR ANNUAL COMMUNITY GRANTS

The purpose of the Community Grants Program is distribution of monetary funds to 501(c)(3) agencies in Burnet and Llano counties. Over the last five years the Highland Lakes Service League (HLSL) has awarded over \$100,000 to charitable organizations. Funds are raised through annual events such as the Ladies Charity Golf Tournament and Chuck Wagon Chow-Down Dinner and Auction.

Grant information, including the application, is posted on our website www.hlsl.org, under “**What We Do/Grants**”. Funding decisions are determined by vote of the general membership, based on recommendations by the Grant Committee. Notification of recipients will be in mid-October with funds distributed at the November general meeting.

The Highland Lakes Service League applauds you for the services you provide to our community.

Grant Application Process

June 15 th	Grant applications available on the web site www.hlsl.org
August 31 st	Application deadline
September – October	Applications reviewed by Grant Committee
October HLSL Meeting	General membership votes on Committee recommendations
November HLSL Meeting	Grants presented to selected agencies at general meeting

Applications may be submitted via email or mail to:

Grant Committee
Highland Lakes Service League
PO Box 1697
Marble Falls, Texas 78654
grants.hlsl@gmail.com

Please refer to the attached guidelines before submitting your application.

COMMUNITY GRANTS PROGRAM CRITERIA

The purpose of the Community Grants Program is the distribution of funds to 501(c)(3) agencies in **Llano and Burnet Counties** to address the needs of those organizations.

- Grant application materials must be submitted via mail or email and must include:
 1. Completed application
 2. List of Board of Directors
 3. Financial documents:
 - Most recent year-end financial statement
 - Most recent monthly financial statement (Examples: Profit and Loss, Income and Expenses)
 4. Proof of 501(c)(3) status: Letter from IRS/Dept. of Treasury. (NOT State Tax exemption)

- There is no minimum or maximum request. Please note that HLSL has the discretion to award partial amounts requested. Agencies may apply annually with new project requests. Sentence with amounts deleted
- Funds requested must be used to serve the communities in **Burnet or Llano counties**.
- Emergency needs shall receive priority attention.
- Requests **shall not** be considered for the following: fundraising drives, capital campaigns, political campaigns, religious projects, or individuals.
- HLSL will accept applications from 501(c)(3) agencies requesting funds for specific projects impacting the following areas:

Animals: Promote the protection and welfare of animals.

Arts and Culture: Cultivate, improve and increase access to creative experiences and encourage artistic expression.

Education: Further the ability to educate and improve education for individuals within the area.

Health and Wellness: Promote access to health care to improve the mental or physical health and wellness of the community.

Human Services/ Basic Needs: Provide individuals in the community with safe housing, nourishing food, loving and qualified caregivers and the opportunity to reach their highest level of sustainability and success.

Recreation and Public Spaces: Promote activities that foster community; Provide individuals with experiences in nature and recreation.

Note: Decisions on grant funding are based on the evaluation of application materials submitted by the agency, the amount of HLSL funds available for distribution, and the current community needs as determined by the HLSL Grant committee and membership.

COMMUNITY GRANT APPLICATION

Name of Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Mailing Address (if different from above): _____

Email: _____

Organization Web Site: _____

ORGANIZATION MISSION STATEMENT:

CONTACT INFORMATION:

Executive Director: _____

Grant Contact, if different: _____

Phone: _____

Email: _____

GRANT REQUEST INFORMATION:

Amount requested: \$ _____

Is this an emergency, new, or continuation of an ongoing need? _____

GRANT REQUEST INFO. con't

Describe the specific project for which funds will be used:

Indicate the focus area which best describes the purpose of your grant request:

- Animals
- Arts and Culture
- Education
- Health and Wellness
- Human Services/ Basic Needs
- Recreation and Public Spaces

In the past have you ever requested or received financial assistance from the Highland Lakes Service League? Yes _____ No _____

If yes, when?

If only partial funding is awarded, how will this requested need be met by the agency?

AGENCY STAFFING

Number of paid employees? _____

Are volunteers used in your organization? ___ Yes ___ No If yes how many? _____

Do any HLSL members hold a role in decision making within your agency? ___ Yes ___ No

If yes, name/role:

ASSISTANCE INFORMATION

What groups will be your primary clients?

What geographical areas will be primarily involved?

Any additional significant information which may affect decisions regarding this request:

PLEASE SUBMIT THE FOLLOWING MATERIALS WITH YOUR APPLICATION. SUBMISSIONS WITHOUT THEM WILL NOT BE CONSIDERED.

- 1. List of your board of directors**
- 2. Most recent year-end financial statement ** (include a note showing the percentage of fundraising income used for the expenses of the fundraiser) ****
- 3. Most recent monthly financial statement (Example: Profit and Loss, Income and Expenses, etc.)**
- 3. A copy of your 501(c)(3) IRS Status Authorization (letter from IRS/Dept of Treasury)**

Date: _____

Signature, Executive Director _____

Please contact the Community Grants Committee, at grants.hsl@gmail.com with any questions. Agencies will receive notification via email when their application has been received. Agencies will also be contacted via email with final award decisions.

Thank you for serving our community!