



GENE AND JERRY JONES FAMILY
ARLINGTON YOUTH FOUNDATION

GRANT APPLICATION GUIDELINES

The Gene and Jerry Jones Family Arlington Youth Foundation is dedicated to enhancing the quality of life of the youth of the City of Arlington by funding programs and facilities dedicated to sports, recreation and education while working to foster the growth and empowerment of the community through matching grants.

Who is Eligible for Funding?

The Gene and Jerry Jones Family Arlington Youth Foundation awards project and general support grants to recognized IRS 501(c)(3) nonprofit organizations that focus their community development on youth and recreation in the City of Arlington. These nonprofit organizations must demonstrate an ability to secure current and future funds matching the awarded grant amount through a variety of community support and sources. Partnerships are allowed between 501(c)3 organizations and other organized groups with out IRS non-profit status, however, the 501(c)3 must serve as the fiscal agent in the partnership and all funds will go directly to the 501(c)3 with the expectation that the funds will be used solely for the tax exempt purpose, and that 501(c)3 will be responsible for any reporting obligation on the use of the funds.

How to Apply for Funding?

The Gene and Jerry Jones Family Arlington Youth Foundation will review a maximum of one (1) grant application per calendar year per eligible nonprofit organization. Applications must be submitted by post-mail and include the following:

- Formal, typed request letter presented on the nonprofit organization's official letterhead which includes the organization's vision, mission and purpose, history, general funding proposal, dollar amount requested, past accomplishments and demonstrates support in the community or by the organization's board for the proposal. If not listed on letterhead, please include names and primary affiliations of board members.
- Gene and Jerry Jones Family Arlington Youth Foundation Grant Application Form completed in-full
- Signed Fiscal Requirements Agreement (Form C)
- Completed Financial Budget Request Spreadsheet (Form D)
- Any materials (e.g. annual report, budget reports, timetables, etc.) requested in the application form
- Optional attachments – any additional relevant materials detailing project and efforts to raise necessary funds, recent press materials

If you find during the course of completing the application that you are unable to provide most of the information requested, it is in your organization's best interest to not submit the application until you can do so. Applications are available in PDF format on both the City of Arlington web site and the Dallas Cowboys web site. Forms can be completed online then printed for mailing.

Where to send requests?

Please note that applications sent via fax or e-mail will not be reviewed. All requests must be received by post-mail at the following address:

ATTN: Grant Application
Gene and Jerry Jones Family Arlington Youth Foundation
One Cowboys Parkway
Irving, Texas 75063



GENE AND JERRY JONES FAMILY
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GRANT APPLICATION FORM
MUST BE TYPED AND COMPLETED IN-FULL
Illegible & Incomplete Forms Will Not Be Considered

SECTION A – ORGANIZATION INFORMATION

Organization Name: _____

Official Name on IRS 501(c)(3) Designation: _____

IRS 501(c)(3) Employer Identification Number: _____

Date Organization Gained 501(c)(3) Status: _____

Address: _____ Suite #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Website URL: _____

Name of Executive Director: _____

Person to Contact Regarding this Proposal: _____

Contact's Relationship to Organization: _____

Contact's Phone: _____ Contact's Fax: _____

Contact's E-Mail: _____

Organization's Mission Statement: _____

Signature of Executive Director and/or Board President is required to indicate board/organizational approval of grant request and to indicate that to the best of their knowledge, the information included herein, is true and correct.

SIGNATURE OF EXECUTIVE DIRECTOR/BOARD PRESIDENT

SIGNATURE OF EXECUTIVE DIRECTOR/BOARD PRESIDENT

TITLE

DATE

TITLE

DATE

Grant Application Form Continued

SECTION B – PRIOR FUNDING REPORT

Is this your first time to apply for funding through the Gene and Jerry Jones Family Arlington Youth Foundation? (please circle one)

YES

NO

If NO, when did you last apply for funding from the foundation? _____

What amount was requested? \$_____ What amount was granted? \$_____

Have you ever received funding through Gene and Jerry Jones Family Charities or the Dallas Cowboys? (please circle one)

YES

NO

If YES, when did you receive funding from one of these organizations? _____

What amount was requested? \$_____ What amount was granted? \$_____

SECTION C – CURRENT FUNDING REQUEST

Project/Support Amount Being Requested: \$_____

What percentage of your total Project/Support Budget does this request represent? _____%

What other grants/funding has your organization applied for in regards to the specific project you are seeking assistance? Has funding been received or denied? What amounts? (please list all that apply; please attached an additional list if room is needed)

	<u>Funding Requested From / Grantor</u>	<u>Amount Granted</u>	<u>Denied</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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SECTION D – FUNDING PARTNER / MATCHING FUNDS

To be eligible for funding through the Gene and Jerry Jones Family Arlington Youth Foundation, your organization must be able to match the grant amount awarded or provide matching funds and support from other community sponsors.

Is the organization in a position to provide matching funds from either its internal budget or other resources? Please attach bank statement or budget showing dedicated funds by line item. (please circle one)

YES

NO

If NO, is your organization currently seeking a matching fund sponsor or attempting to raise matching funds internally? If yes, please explain your funding raising plan.

YES

NO

Please list all sources which matching funds will be coming from and the amount being contributed. Donated and discounted goods and professional services will be considered part of an organization's matching funds, however volunteer labor is not. (please attach an additional list if room is needed)

	<u>Source</u>	<u>Amount</u>
1.		\$
2.		\$
3.		\$

Please list title and annual salary of all paid staff who will implement this proposal?

Please list any partner agency, and names and titles or annual salary of all paid staff of that organization who will implement the proposal?

Will you be utilizing volunteers? If so, average number? Give a brief description of the organization's utilization of volunteers in the past?

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SECTION E – PROJECT/SUPPORT BACKGROUND

Please limit your response to the space provided.

Please briefly summarize your request as you feel it meets the mission of the Gene and Jerry Jones Family Arlington Youth Foundation to enrich the lives of the youth in the City of Arlington through sports, recreation and education. Please provide evidence of the proposals need and/or value to the community.

Briefly describe your current program and what enhancements you are proposing if awarded funding.

How many youth does your program currently serve? _____

What percentage of these youth lives in the City of Arlington? _____
(Programs should be implemented in Arlington and benefit primarily Arlington residents. This preference will be examined on a case-by-case basis.)

How many total clients does your organization currently serve? _____

What percentage of the youth participating in your program: (please insert estimated/calculated percentages)

- Qualify for free/reduced lunch program? _____%
- Live in a single-parent household? _____%
- Participate in youth sports? _____%

How many hours during the week does your program engage youth? _____

Please describe which specific geographic areas of Arlington your program reaches:

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SECTION E – PROJECT/SUPPORT BACKGROUND CONTINUED...

Please attach a detailed timetable for the completion and implementation of the proposed project as well as your projected project/support budget including costs of materials, labor, etc. detailing how both the awarded funding and matching support will be utilized.

Briefly describe your project goals and how you plan to measure its success:

Give a **detailed** listing of how your requested grant funds and match would be spent. Include specific expenses and amounts for each expenditure (cost of material, labor, etc.) and provide your overall budget for the project

Provide a detailed outline of the method that will be used for carrying out the project/ program, including anticipated dates.

Briefly describe your long-term strategy for funding this project or providing support past the grant period:

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SECTION F – ADDITIONAL MATERIALS (OPTIONAL)

Please attach any other materials you feel are relevant for the foundation to review in regards to your grant request (e.g. recent press clippings, annual report, project renderings or drawings, etc.)

SECTION G – SUBMISSION CHECK LIST

Before submitting your application, please make sure you have included the following documents:

- Letter of request on organization's official letterhead
- IRS 501(c)(3) designation letter
- Grant Application Form with Section's A-F completed in-full, signed by Executive Director
- Attachments requested within the application form
- Signed Fiscal Requirements form (Form C)
- Completed financial request spreadsheet (Form D)
- Additional materials for review (optional-marketing materials, letters of client/community/neighborhood/ other organizations support, newsletters,)

If you have questions or need additional information, please feel free to contact the Gene and Jerry Jones Family Arlington Youth Foundation at (972) 556-9900.

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