

**SAN ANTONIO CACTUS AND XEROPHYTE SOCIETY (SACXS)  
GRANT APPLICATION COVER SHEET**

Date of Application: \_\_\_\_\_

Legal name of organization applying: \_\_\_\_\_  
*(Should be same as on IRS determination letter and as supplied on IRS Form 990)*

Year Founded: \_\_\_\_\_ Current Operating Budget: \_\_\_\_\_

Requester: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

Contact person/title/phone number:  
*(if different from executive director):* \_\_\_\_\_

Address *(principal/administrative office):* \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
*(include area code)* *(include area code)*

Web address: \_\_\_\_\_

List any previous support from SACXS in the last 5 years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant *(one sentence):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

\_\_\_\_\_  
***Signature, Requestor***

\_\_\_\_\_  
***Typed Name and Title***

\_\_\_\_\_  
***Date***

## GRANT APPLICATION FORMAT

**LIMITATIONS:** Grant requests will only be considered for entities and/or projects located within Bexar County, Texas or in one of the seven surrounding Counties (Atascosa, Bandera, Comal, Guadalupe, Kendall, Medina, or Wilson County, Texas). Grant support will be limited to projects that are consistent with the mission of SACXS: to promote the study, propagation and public awareness of cacti and other succulent plants. Approval and funding of grants is at the sole discretion of the SACXS Board and may be altered or withdrawn at any time.

*Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.*

### **A. NARRATIVE**

#### **1. Executive Summary**

- Begin with a half-page executive summary of the project under consideration. Briefly explain why your agency/organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

#### **2. Purpose of Grant**

- Statement of needs/problems to be addressed or work to be done;
- Description of how the project will benefit the community;
- Description of how the project is in line with or consistent with the current SACXS Mission.
- Statement as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation and completion.
- List of other community partners in the project and their roles/level of support.

#### **3. Budget Narrative/Justification**

- Grant budget;
  - Describe how the grant requested will be used, over what time period. Also include expected support from other sources.
- A plan (on a separate sheet) that shows how each budget item relates to the project and how the budgeted amount was calculated.
- List of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.

#### **4. Organization Information**

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Organizational chart, including board, staff and volunteer involvement.

### **B. ATTACHMENTS**

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors with affiliations.
3. Finances:
  - Organization's current annual operating budget, including expenses and revenue.
  - Most recent annual financial statement (independently audited, if available; otherwise, attach Form 990).
4. Annual report, if available.