

## **Bess Spiva Timmons Foundation Grant Application Requirements**

APPLICATIONS FOR GRANTS MUST BE IN WRITING AND RECEIVED BETWEEN JAN. 1 AND JULY 1 IN ORDER TO BE CONSIDERED AT THE SELECTION COMMITTEE MEETING.

All applications should be presented to the U. S. Bank, N.A., Private Client Group office at 402 South Main Street (second floor), Joplin, Missouri, or mailed to U. S. Bank, N.A., Private Client Group at P.O. Box 8, Joplin, MO 64802.

Applications will be presented to the Selection Committee for careful evaluation in accordance with the criteria/guidelines of the Foundation.

A copy of the organization's 501(c)(3) determination letter must be attached to this application, and the verification affidavit (located at the end of this application) must be executed on behalf of the organization in order for the application to be considered.

### **Summary Checklist**

Does this application include:

A copy of the IRS 501(c)(3) designation letter (must attach)?	Yes	No
Signed 501(c)(3) verification affidavit (page 3)?	Yes	No
History/Background of the organization?	Yes	No
Project title/anticipated cost and amount requested?	Yes	No
A budget for the project (please attach)?	Yes	No
Timeline for implementation?	Yes	No
Current financial statement of the organization (please attach)?	Yes	No
Roster of organization board of directors (please attach)?	Yes	No
Other attached materials (please list)?	Yes	No

Note: All applications must be typewritten and may be submitted using page 2 of this form or as a separate document in the same format as this application.

If a separate document is used, please limit the space on the separate document to the space as allocated on page 2. Items on the checklist, which are not included on page 2, should be provided as an attachment to the application.

**INFORMATION ABOUT THE APPLICANT**

Name and Address of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Web Site of Organization (if any): \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person(s) email address: \_\_\_\_\_

Federal Taxpayer ID Number (E.I.N.): \_\_\_\_\_

History and Background of Organization (including a brief mission statement): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION ABOUT THE REQUEST**

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

Total Project Cost: \$ \_\_\_\_\_ Request of Timmons Foundation: \$ \_\_\_\_\_

Description and Objectives of the Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specifically, how will the funds be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time period for implementation: \_\_\_\_\_  
\_\_\_\_\_

Client Group to be served by the project (including number)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other funding sources for the project: \_\_\_\_\_  
\_\_\_\_\_

Please list other attached materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE PAGE AND  
501(c)(3) VERIFICATION AFFIDAVIT**

The undersigned, a duly appointed officer of \_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as the "Organization"),  
hereby certifies that the information contained in this application is accurate, and the  
undersigned is authorized by the governing Board of the Organization to submit this grant  
application to the Bess Spiva Timmons Foundation; that as of the date of this application, the  
Organization is operating as an exempt organization as described in Section 501(c)(3) of the  
Internal Revenue Code of 1986, as amended; that said Organization has provided to the Bess  
Spiva Timmons Foundation a copy of its letter from the Internal Revenue Service informing the  
Organization of the determination of its exempt status; and that the Organization has not, for  
any reason, lost or relinquished its tax exempt status.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
(Name of Organization)

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title