

Neva Nell McCormick Foundation Grant Proposal Guidelines

Information for Applicants Application

- Applications should be completely filled out.
- Documents under 'Documents Required' must accompany application.
- The Foundation will request additional information, if necessary.
- Recipient(s) will be notified via mail or via telephone.

Information for Applications Proposals

- No longer than five pages
- No font size smaller than 10 pt. and no font size larger than 12 pt.
- Do not send video or audio tapes. No binders or notebooks, please.
- Cover letter
- Purpose of the grant and amount requested.
- Name of program and/or project. Detailed description required.
- Overview of the organization including mission and purpose.
- Demographic and geographic areas grant will be used to serve.
- Goals and objectives of your organization. Who will benefit? What is the time frame? Please be specific.
- How do you plan to use the funds?
- Evaluation of your organization over the last 3 years and how you plan to evaluate the proposed project.
- Other funding or sustainability involved in the project.
- The Foundation will request additional information, if necessary.
- Recipient(s) will be notified via mail or via telephone.

Eligibility Requirements

- Must have a 501 (c)(3) tax-exempt designation from the Internal Revenue Service or be governmental, education or religious organization.
- Must be providing services for East Texas and/or Southwest Arkansas or an adjacent area.
- Must be providing assistance for the care and treatment of animals.

Documents Required

- Application
- Proposal
- Most recent copy of the applicant's status as an exempt organization for federal income tax purposes (e.g., IRS 501 (c)(3) determination letter).
- Organizations must present a list of Board/Advisors.
- Financial statement from your last fiscal year.
- Budget for project.
- Budget for your current fiscal year.
- Additional documentation pertinent to request.

General Exclusions

The Foundation does not fund:

- Individuals
- Scholarships
- Organizations which fall outside of our Foundations requirements
- For-profit organizations
- Sectarian activities of religious organizations
- Operating expenses for annual drives or to eliminate debts
- Capital improvements or campaigns for building, and property
- Partisan political issues
- Multi-year commitments
- Projects not located in areas identified above.
- Projects not directly related to the care and treatment of animals

NOT ALL PROGRAMS/PROJECTS CAN BE FUNDED

A decision not to fund a proposal does not reflect on the merits of the applicant or the value of the proposal.

Please direct all correspondence and original proposal packets to:

Neva Nell McCormick Foundation
c/o John K. Ross, IV
1820 Galleria Oaks Drive
Texarkana, Texas 75503

* The Foundation reserves the right to not accept a proposal or application if it deems that the proposal or application does not meet the requirements specified above. Proposals or applications not providing the required documents may be deemed incomplete and unacceptable.