

The Long Foundation

40 N. I-35, Suite 7C2
Austin, Texas 78701
(512) 479-4080
(512) 479-4182 (fax)

The Lozano Long Promise to Texas Hispanic Youth

Pre-Grant Application Information

The Long Foundation is sensitive to the workload of potential grantees. Our staff is also limited in the amount of work and information it can process effectively. As a result, The Long Foundation has developed a two-step application process. This two-step application process involves a pre-grant application followed by a formal grant application.

Our two-step application process requires potential new grantees to first make their request for funding by completing The Lozano Long Promise pre-grant application form. Prior to completing this form, please refer to www.longfoundations.org for the Grant Requirements and Guidelines for the Lozano Long Promise to Texas Hispanic Youth. We will evaluate all completed pre-grant application forms submitted by the deadline (see below) in order to choose potential grantees with programs that fulfill the criteria and that the Foundation decides may be of interest for funding. Chosen applicants will receive an invitation to submit a formal grant application and will be sent the requirements therein.

Grant recipients from the prior year do not need to submit pre-grant applications, at least in regard to funding requests for the previously funded program. These prior grant recipients will automatically be invited to submit a formal grant proposal in regard to the previously funded program.

Please note that an invitation for an applicant to submit a formal grant application does not imply that they will receive a grant. It only means that the potential grantee: 1) has a program that seems to fall within our grant guidelines; 2) has a program that is of interest to the Foundation; and 3) may submit a formal application for consideration by the Board of Directors of the Foundation for funding.

We realize that some questions on this form may not apply to all organizations. However, it must be completed to the best of the applicant's ability. On the form, the spaces provided should expand sufficiently for most answers. If you have received a copy of this form in a manner other than by downloading it from our internet website and/or you do not have access to a computer word processor, then you may need to contact our office for a pre-grant application that can be completed using a typewriter or by pen.

We adhere to the following schedule:

- **Pre-grant applications** must be submitted by **July 31**;
- Formal grant applications must be submitted by **October 31**, or as otherwise stated in the request letter;
- Grant awards should be determined by the Foundation in January or February; and
- Awarded Grants should be paid in April or May.

Upon receipt of a fully completed pre-grant application, your organization will be sent a confirmation that we have received it. Invitations to submit formal grant applications are scheduled to be mailed out in mid September.

Just for clarification, we strongly prefer to receive material by the given dates, but we will accept material postmarked by the given dates if it arrives within five business days of the deadline or as permission is granted.

There are several ways to return the completed form to The Long Foundation. It may be returned by way of e-mail (as an attachment) to Mitchell@longfoundations.org. The completed pre-grant application can also be returned by fax to (512) 479-4182 or by U.S. Postal Service and overnight service to:

The Long Foundation
40 N. I-35, Suite 7C2
Austin, Texas 78701

You may include one brochure or pamphlet with your submitted pre-grant application. You will also need to include a copy of your IRS determination letter. At this stage, please do not include additional materials, as they will not be reviewed.

Mitchell A. Long
Executive Director
The Long Foundation

Pre-Grant Application Form For The Long Foundation's Lozano Long Promise to Texas Hispanic Youth Program

Date of Application:

Organization Name:

Physical Address:

Mailing Address:

Telephone Number:

Fax:

Year Charity Organized:

Organization's business year ends as follows (please check one):

- Calendar Year End (December 31)
 Fiscal Year End, which occurs on the following date:

Executive Director, Director or President (or equivalent):

Title:

Telephone Number:

Fax Number:

Contact Person:

Title:

Telephone Phone:

Fax Number:

Number of Board Members:

Number of Staff:

Number of Volunteers:

Are you a 501(c)(3) organization? Yes No

If no, are you a government organization: Yes No

If no, has your organization submitted its IRS form 1023? Yes No

If yes, when was the IRS form 1023 submitted:

Indicate by marking below all of the categories that define your organization's goals toward benefiting Texas Hispanic Youth:

- Promoting ongoing relationships with caring adults – parents, mentors, teachers, tutors, coaches, etc.;
- Providing safe places with structured activities during non-school hours;
- Promoting healthy starts and futures;
- Providing marketable skills through effective education; and/or
- Providing opportunities to give back through community service.

Please provide a general summary of your organization, the various activities in which it engages, and the impact you have had. (Please limit to one page in length. Instead of typing this information into this form, you may include a brief attachment or provide a brief information sheet or pamphlet by mail or overnight service.

Please describe the program or project for which you are seeking funding, its basic purpose and its past effectiveness (if available), and its anticipated results. Be sure to provide details on timeline and duration of the program or project. If it is a pilot or start-up program that is based on, or modeled after, another existing program based elsewhere, please also describe that other program and its past effectiveness and any demonstrated measurable results.

Please describe the criteria that will be used for measuring your program's or project's success or effectiveness.

If not self evident, please define the geographic area at which your program or project will be directed:

Total number of youth being served or expected to be served by your program or project:

Number of Hispanic youth being served or expected to be served by your program or project:

Total amount of money needed for this program or project to be successful: \$

Total annual budget for the program or project for the current year: \$

Program or project's actual cost or expenses for the prior year: \$

Total annual budget of your organization for the current year: \$

Organization's actual cost or expenses for the prior year: \$

Anticipated duration (time) for the program or project to be successful if fully funded:

Amount of funds (grant) being requested from The Long Foundation: \$

Specific time period for funds being requested:

Please mark the boxes indicating how you are sending us your organization's IRS determination letter (if any), which show your recognized tax-exempt status:

- Included with this Pre-Grant Application
- Being sent separately by the following:
 - e-mail to MITCHELL@LONGFOUNDATIONS.ORG
 - faxed to (512) 479-4182
 - U.S. Postal Service or overnight service to:
The Long Foundation
40 N. I-35, Suite 7C2
Austin, Texas 78701
- Not being provided since your organization does not have one because it just recently filed Form 1023, Application for Exemption.
- Not being provided since your organization does not have one because of status as government agency.

Has your organization ever received a grant of any kind from the Long Foundation: Yes No

If yes, please list the date and amount of any previous grants your organization received from The Long Foundation: