



# **BROOKSHIRE BROTHERS CHARITABLE FOUNDATION ("BBCF") APPLICATION FORM FOR GRANT APPLICATIONS 2018**

The Brookshire Brothers Charitable Foundation ("BBCF") is a non-profit, tax-exempt organization operated for charitable purposes under the appropriate provisions of the Internal Revenue Code and Regulations. BBCF seeks to enhance the quality of life in Texas and western Louisiana by supporting organizations that directly and positively impact the people living and working in those areas. Specifically BBCF supports organizations involved in the areas of education, health, community and social services, cultural arts and the humanities. Applicants must be an organization exempt from federal taxes under **SECTION 501(c)(3)** of the Internal Revenue Code.

### **Instructions for Grant Applications:**

- 1. All grant requests must be accompanied by a completed BBCF application form and required attachments (see #2 below).**
- 2. Applicants must include the following attachments to the completed application:**
  - a. Copy of the organization's current exemption letter from the IRS providing evidence that the organization is tax exempt under Section 501(c)(3) of the Internal Revenue Code.
  - b. List of current members on the organization's board of directors.
  - c. List of organization's principal officers.
  - d. Copy of organization's most recent annual audit with independent auditor's report.
  - e. Signed W-9 dated within past 12 months
- 3. All information requested in the application must be furnished or an explanation as to why it cannot be furnished.**
- 4. *If you need additional space in which to answer an application question, you may attach an additional page.***
- 5. BBCF will not consider incomplete BBCF applications or applications submitted without the required attachments.**
- 6. Send only one copy of the application with attachments. Please do not bind it in a notebook or other hard cover. Please do not send pamphlets, brochures, books, cassettes, videos or similar materials.**
- 7. Send completed application and required attachments to:**

**Brookshire Brothers Charitable Foundation  
P.O. Box 1688  
Lufkin, Texas 75904**

**APPLICATIONS MUST BE SUBMITTED OR POSTMARKED BY DECEMBER 3, 2018.**

**\*\*For questions, please email [BBCF@brookshirebros.com](mailto:BBCF@brookshirebros.com)\*\***



**BROOKSHIRE BROTHERS  
CHARITABLE FOUNDATION  
("BBCF")  
APPLICATION FORM  
FOR GRANT APPLICATIONS 2018**

Organization Name \_\_\_\_\_  
*(as shown on 501(c)(3) IRS Exemption Letter)*

Street Address/P.O. Box \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Taxpayer I.D. # \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Contact Email \_\_\_\_\_

Principle Purpose of Organization \_\_\_\_\_

Number of Paid Employees \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-time \_\_\_\_\_

Number of Volunteers \_\_\_\_\_

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

Population/Demographic Served \_\_\_\_\_

How many persons served by Organization in last fiscal year? \_\_\_\_\_

Type of Request: Capital \_\_\_\_ Operating Budget \_\_\_\_ Other (describe) \_\_\_\_\_

*If this request is for specific project, please describe project on separate sheet and attach to Application.*

Amount requested \_\_\_\_\_

Did organization receive funding from the Brookshire Brothers Charitable Foundation last year? Yes \_\_\_ No \_\_\_

If yes, explain below how your organization furthered its mission with the grant:

\_\_\_\_\_  
\_\_\_\_\_

List other sources of funding for organization (if request is for project, list other funding sources for project):

\_\_\_\_\_  
\_\_\_\_\_

Other information about organization you would like for the BBCF to consider:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Officer \_\_\_\_\_ Date \_\_\_\_\_

**Send completed application and required attachments to:**

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