



P.O. Box 312143

New Braunfels, TX 78131-2143

## **Invitation to Apply for Funding**

### **Eligibility:**

Non-profit charitable organizations or governmental units can apply to receive funds from the Comal Cops for Kids Foundation by sending a Funding Request Letter signed by the organization's board president, the Executive Director, or other authorized officer. The organization's activities and objectives must be in keeping with the Foundation's mission to assist law enforcement efforts to help abused, endangered, or underprivileged children in Comal County, Texas.

### **Application Requirements:**

The Funding Request Letter, at a minimum, must include:

- Applicant's Organization Name;
- Address;
- Contact Person;
- Telephone Number;
- Fax Number;
- Proof of non-profit status or statement describing status as a governmental unit;
- Paragraph statement about the Applicant and its mission;
- Explanation of how the Applicant provides services consistent with the purposes and intents of Comal Cops for Kids Foundation's mission;
- Amount of funding being sought and what its intended use will be; and
- Applicant's previous year profit and loss statement balance sheet and budget.

The letter must be submitted to Comal Cops for Kids Foundation, Attention: Funding Request, P.O. Box 312143, New Braunfels, Texas, 78131-2143.

Comal Cops for Kids Foundation reserves the right and has the sole discretion to request any other information it may deem necessary during the selection process to ensure that the organizations selected meet its mission.

Applicants must certify that the person executing the Funding Request Letter is authorized to do so, that all the information provided is true and correct, and that Applicant's organization is in good standing under state and federal law.

### **Deadline and Awards:**

Funding Request Letters must be received by **March 15<sup>th</sup>** in order to be considered for funding. The Board of Directors will announce the funding awards by **April 2<sup>nd</sup>**, and the funds will be distributed to grantees on **April 15<sup>th</sup>**.

### **Obligations and Duties as a Funding Recipient:**

If an organization is awarded funding, the funds must be used in furtherance of the Foundation's mission, as stated above. To ensure that its mission is met, the Foundation will require the funding recipient to complete an end-of-year report due on **February 1<sup>st</sup> of the following year** explaining how the funds were utilized during the year. The report must be signed by the organization's authorized agent and may be mailed to Comal Cops for Kids Foundation, Attention: Funding Report, P.O. Box 312143, New Braunfels, Texas, 78131-2143 or submitted to one of the Board Officers.