

# HIDALGO COUNTY BAR FOUNDATION



323 W. Cano, Suite 100  
Edinburg, Texas 78539  
Phone: (956) 380-1691  
Fax: (956) 383-5322  
[www.hidalgobar.org](http://www.hidalgobar.org)

The Hidalgo County Women's Bar Section of the Hidalgo County Bar Association ("HCBA-WBS") is dedicated to enhancing the community through various forms of support including financial contributions, gifts in kind and volunteerism.

Each year in February, the HCBA-WBS, through the Hidalgo County Bar Foundation, the charitable arm of the HCBA hosts a fundraiser- The Justice is Served Dinner raising funds for local charitable purposes. HCBA-WBS is pleased to solicit requests for financial support from charitable organizations providing services in Hidalgo County for use in Hidalgo County. Any approved requests will be paid from the net proceeds of the Justice is Served Dinner. The Request must be submitted to HCBA-WBS as follows:

Requests must be received by December 1, 2017.

Requests must include a completed "2018 Financial Support Request Application" form.

Requests will not be granted for individuals or for profit organizations.

Please mail the 2018 Financial Support Request Application and supporting documents to the contact information below.

CJ Sanchez, Executive Director  
Hidalgo County Bar Association/Women's Bar Section  
**323 W. Cano, Suite 100**  
**Edinburg, Texas 78539**

Please note all applicants will be notified in December 2017 on their status.



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

Indicate any plans the organization has to expand, enhance, or change the program or organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fiscal Information**

Total operating budget for current year: \_\_\_\_\_  
Date of fiscal year-end: \_\_\_\_\_

What are your organization's primary sources of funding? (Please list the three largest sources by name and amount given annually):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Percentage of your total operating budget is spent on:

Fundraising \_\_\_\_\_%  
General administration \_\_\_\_\_%

Are you a United Way agency? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what percentage of your total funding comes from the United Way? \_\_\_\_\_%

**Request for Financial Support Information**

Provide a brief statement of the purpose(s) for which the requested funding will be used. Please include mention of how the money will directly benefit the population your organization aims to serve. Hidalgo County Women's Bar Section of the Hidalgo County Bar Association does not grant funding for salaries, operational utilities, or underwriting.

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

Will these funds be used for a single event or for an ongoing program? If the former, is this a new event? \_\_\_\_\_

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

Will the project/program be made available regardless of the outcome of this grant request?

Yes \_\_\_\_\_ No \_\_\_\_\_

Approximate number of people who will be affected by this grant: \_\_\_\_\_

What form of recognition the Hidalgo County Women's Bar Section of the Hidalgo County Bar Association will receive? \_\_\_\_\_

Will this project involve:

- ❖ Full-time staff? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_
- ❖ Part-time staff? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_
- ❖ Volunteers? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Total funds requested from this application? \$ \_\_\_\_\_

Can this request be partially funded? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details on how the scope of the project may change with an amount different than currently being requested: \_\_\_\_\_

Total expected cost of this project/program: \$ \_\_\_\_\_

Have you received other funds for this project/program this year? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list other sources and amounts: \_\_\_\_\_

Do you currently have other grant requests for this project/program pending?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list potential donors and amounts requested:

### **Additional Information**

The following items must be attached to your application in order to be considered for funding (incomplete applications will not be accepted):

- ❖ Cover letter
- ❖ Copy of Current IRS determination letter
- ❖ Names and affiliation of the organization's Board of Directors
- ❖ Overall budget of the organization for the year of requested funds

- ❖ Budget of specific program, event, or project for which funds are being requested
- ❖ Any available articles, published literature, brochures, photographs, statistics, or supplemental information relevant to the request (please do not include videos).

Please note additional relevant information included within this grant proposal will enable the Hidalgo County Women's Bar Section of the Hidalgo County Bar Association with the necessary funding please note there will be a follow up form in early of the following year to see the status on the project.

All applications must be filled out completely and received by Hidalgo County Women's Bar Section of the Hidalgo County Bar Association by December 1, 2017. No additional information will be accepted after the applicable deadline date. All organizations that submit applications will receive notification of acceptance or decline via email within six weeks from the application deadline.

Questions regarding the grant application process may be directed to: Hidalgo County Women's Bar Section of the Hidalgo County Bar Association at 1013 S. Tenth Ave., Edinburg, Texas 78539; Phone: (956) 380-1691.

The undersigned certifies that the information provided in this application is true and correct as of the date submitted. The undersigned understands that falsification and/or omission of material facts in this application may be cause for disqualification.

\_\_\_\_\_  
Signature of person authorized to submit request:

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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