

**FOUNDATION FOR SOUTHEAST TEXAS
2021 COMPETITIVE GRANT APPLICATION GUIDELINES**

1. Provide ten clipped or stapled copies of the grant proposal with all attachments. Please DO NOT secure the proposals into individual folders, binders or envelopes. The application form should be the first page, with the required attachments next. Please DO NOT include a cover page or letter.
2. The application and all attachments must be TYPED on the CORRECT application form for the year of the application. The application has changed from last year. The application may be reproduced, but it must be identical to the Foundation's form.
3. The submitting organization's name must appear on each page of the application.
4. The application along with the policies may be accessed on the Foundation's website www.cfsetx.org under the nonprofits tab or you may email director@cfsetx.org and request the information be sent via email.
5. The Foundation will not mail applications to applicants.
6. Applications with all attachments must be either postmarked by Wednesday, February 17, 2021 or delivered to the Foundation office by 3 PM on Wednesday, February 17, 2021. **NO LATE APPLICATIONS WILL BE ACCEPTED. NO EXCEPTIONS**
7. Timetable for 2021 Grant Process:
 - Wednesday, January 6 to Wednesday, February 17 - receive application, preparation and return of grant applications.
 - Tuesday, January 12 at 11 am -12 noon -"Lunch and Learn" - Preparing your grant and Q&A - Hosted by Non Profit Development Center in the auditorium of the Foundation building and by Zoom – attendance is not required to apply for the grant
 - Wednesday, February 17 by 3 pm- Application due- delivery or postmark deadline
 - March/April - Review of applications by Foundation Grants Committee
 - Late April - Consideration and approval of Grants by Foundation Board
 - Tuesday, May 18 at 10 am - Invitational grants award ceremony
8. Mail completed grant packets to:
FOUNDATION FOR SOUTHEAST TEXAS
P.O. BOX 3092
BEAUMONT, TX 77704

Hand deliver to Foundation office:
FOUNDATION FOR SOUTHEAST TEXAS
700 NORTH STREET, STE J
BEAUMONT, TX 77701
9. Call or email Mellie Bevilacqua at 409-833-5775 or email director@cfsetx.org with questions.

PLEASE READ THE GRANT POLICIES FOR UNRESTRICTED FUNDS CAREFULLY