

## Grant Application Checklist

On behalf of the TCBS Foundation, we invite your organization to apply for funding through our grant program. The following items are required for grant consideration:

- A complete grant application.
- A detailed description of your grant request in writing explaining how the funds will be used. Please include any other entities in which you've applied for financial assistance for the same purpose.
- A signed copy of board minutes from the meeting in which the grant request was approved.
- A copy of your most recent 501(c)(3) certification.
- Any applicable bids related to the grant request.
- Current financial statements of your organization, including an income statement and a balance sheet.
- Current list of Board members and the positions served.

In order for the TCBS Foundation to plan its investment and distribution strategy for the upcoming year, we need for your request to be as accurate as possible. Submissions are accepted from October 1st until the end of December each year and may be turned in at Mineola Community Bank or mailed directly to the Foundation at the address below. Confirmation of receipt of the application is the responsibility of the applicant. Applications, along with all supporting documents, must be received prior to the end of December to be considered for funding the following year. If your grant is approved, funding will be disbursed in February. All applicants will receive written notice of the Board's decision prior to funding.

Thank you and we look forward to serving our communities!

### Mailing address:

TCBS Foundation, INC  
C/O Grant Submissions  
PO BOX 514  
Mineola, TX 75773