



# New Braunfels Noon Lions Club

**Grant Committee**  
**PO Box 310194**  
**New Braunfels, Texas 78131-0194**

October 31, 2018

Possible Recipient or Requestor

Dear \_\_\_\_\_:

The Grants Committee of the New Braunfels Noon Lions Club will meet in January 2019, to review the grants budget for the 2019 fiscal year. During these meetings, consideration shall be given to the needs of worthy causes that seek our assistance. This notice is being provided so that you may submit to us any donation request, which your organization would like the Grants Committee to consider.

It is very important for you to include the following information with your submission:

1. The mission statement of your organization;
2. The nature of your legal structure, for example, whether the organization is a voluntary association, non-profit, or charitable corporation, etc;
3. The status of your organization with the Internal Revenue Service, for example, whether it is a 501(c)(3), or 501(c)(4) entity, etc;
4. The amount of money you are requesting, and specific information as to how your organization plans to spend any funds received from the Lions Club;
5. The primary sources of funding for your organization;
6. The current budget of your organization with percentage of overall budget used for administrative costs;
7. **The ability and willingness of your organization to provide volunteers to work with the New Braunfels Noon Lions Club during Wurstfest Festival;**
8. The name, mail and email addresses, and telephone numbers of the designated individual with your organization with whom we can communicate in the event we have the need for further information.

I encourage you to make your request for assistance thorough, but reasonably brief. Your application must be mailed to the address on this letterhead and **received no later than December 1, 2018, in order to be evaluated by the committee.** Please **do not mail or hand deliver** your request to any member of the New Braunfels Noon Lions Club or to the grant committee.

Our goal is to notify all applicants of our Committee's decision on requests in February 2019.

Please call me at \_\_\_\_\_ or via email at \_\_\_\_\_ if you have questions.

Sincerely yours,

Jack Morgan  
Grants Committee Chair