



Holy Spirit Stewardship of Benevolence

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GENERAL POLICY AND INFORMATION FOR APPLICANTS

The Holy Spirit Benevolence Committee generally will not make grants to:

1. Individuals
2. Organizations which are not tax exempt
3. Other foundations, trust or endowments

Funds will normally be restricted to the Lubbock area. Specific proposals should be submitted and the following information must be included with each request:

1. Grant summary form
2. A contact person, an address, and a telephone number where the contact person can be reached.
3. A brief background of the organization.
4. A description of the proposed project and concise statement of the necessity for such project.
5. An explanation of the proposed use of funds, a detailed project budget, a specific amount requested from the Foundation, and on occasions matching grants may be required.
6. Evidence of tax exempt status. (IRS determination letter recognizing tax exempt status and a complete copy of the latest 990, 990 PF or 990 N filing)
7. A statement of approval for the request signed by the chief administrator of the organization.
8. Recent grants received and applications pending for the requested project.

Due to federal regulations, the Foundation can give only to those organizations which qualify under Section 501 (c) (3) of the Internal Revenue Service Code. Grant recipients will submit a financial record of the use of the grant money by December 31.