

HOLY SPIRIT CATHOLIC CHURCH BENEVOLENCE MINISTRY

9821 Frankford Avenue
Lubbock, TX 79424
806-698-4000

A grant cannot be accepted by the Benevolence Ministry without the following information:

Grant Summary form

A description of the project:

History of the organization

Detailed description of the project

An accurate budget

An accurate current profit and loss and balance sheet statement

Internal Revenue Service, Department of the Treasury documentation that the organization is exempt from federal income tax under section 501 (c) (3) of the Internal Revenue code.

A statement of approval for the request signed by the chief administrator of the organization

Recent grants received and application pending for the requested project

All grant applications must be completed when submitted.

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Grant Summary

Organization: _____

City and State: _____

Date: _____

Amount requested: _____

Contact person's name: _____

Organizations address:
Include Zip + 4 _____

Telephone number: _____

Email: _____

Secondary contacts: _____

A brief history of the
organization: _____

Description of the project or program. The project or program needs should be prioritized.

Signature

Printed Name

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A comprehensive budget, a current profit and loss and a balance sheet.
Specific use of the funds and a time table for use of the funds.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide the budget, profit and loss statement, balance sheet, and fund usage information mentioned in the text above.

Signature

Printed Name