

September 1, 2009

Dear Applicant,

Thank you for your interest in applying to be a recipient of funds derived from Chi Omega Christmas Market 2010! Please complete the application following this letter and mail fifteen (15) copies of all completed information postmarked no later than **October 21, 2009** to:

Courtney Benson
6011 Llano Ave
Dallas, Texas 75206

All requested information must be completed or the application will be considered incomplete and ineligible for consideration.

All applicants will be notified of their status by mail *after* Monday, March 16, 2010.

Those chosen as beneficiaries of Chi Omega Christmas Market 2010 will receive funds in the first quarter 2011.

Guidelines to be eligible to apply for Chi Omega Christmas Market 2010 funds:

- Applicants cannot have already received Chi Omega Christmas Market funds from the 2008 OR 2009 markets (*NEW* guideline for 2010 applicants).
- Applicants must have a 501c(3) status, be an organization which is under the umbrella of a 501c(3) agency or be a program of a governmental agency which is utilizing public and private funds in providing community service.
- Programs, projects or budgetary items should address needs in the areas of Health, Education, Civic, Cultural Arts or Welfare.
- Programs or projects must include Dallas County in their service area.

We look forward to learning more about your agency and the services you provide for the citizens of Dallas County!

Sincerely,

Courtney Benson
Beneficiary Committee Chairman
Chi Omega Christmas Market 2010
214.734.7431
benson.courtney@yahoo.com

Date:

CHI OMEGA CHRISTMAS MARKET BENEFICIARY APPLICATION
FOR FUNDS DERIVED FROM MARKET YEAR 2010

I. General information

1. Name of Organization:

2. Address:

Website address:

E-mail address:

3. Telephone:

4. Request Submitted By:

Position/Title:

Classification:

Arts

Education

Health

Welfare

Civic

5. Purpose of the Organization:

6. Amount of Money Requested:

Signature - Executive Director Telephone Number

Signature - Board Chairperson Telephone Number

Please mail FIFTEEN (15) COPIES of ALL completed information postmarked no later than October 21, 2009 to: Courtney Benson, 6011 Llano Ave, Dallas, TX 75206 214.734.7431. benson.courtney@yahoo.com

Name of Project (not agency): _____

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II. FUNDING AND BUDGET

1. Chi Omega Christmas funds will be distributed in February of 2011.
Please state the approximate date, thereafter, that monies will be used.

2. Will monies received from Chi Omega Christmas be placed in an endowment fund?

If so, what percent of monies will be placed in endowment?

How will this fund be administered?

Does agency currently have an endowment fund?

3. Have you applied to Chi Omega Christmas before?
If so, when?

4. Have you previously received Chi Omega Christmas funds?
If so, please signify name of project and date received.

5. Do you have any other sources of funding for this project?
If yes, please list agencies and amounts.

6. Does agency have own fundraising?
If yes, please list.

7. Does agency have auxiliary helping them raise money?
If yes, please describe.

8. Do you have other proposals pending for this project? If yes, please list agencies and amounts.

9. What plans do you have for continuing this project, if applicable, beyond this request?

10. Please use the two attached forms to summarize your organizational and grant budgets.

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III. PROJECT DESCRIPTION

1. Please briefly describe your project, its goals, and the timetable in which these goals will be accomplished.

2. Is this a new project, or the continuation of a program you are currently providing?

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IV. PARTICIPANTS

1. How many participants does your organization serve per year?
What percentage are adults? Children?
2. How many participants are or will be served by this project?
What percentage are adults? Children?
3. What geographic within Dallas County do you serve?
4. What are the economic and ethnic backgrounds of the population you serve?
(For the purpose of comparing statistics only).

V. EVALUATION - CONTROLS

1. What criteria have been established to evaluate this project's success?
2. Who will have the responsibility for evaluating whether the above criteria have been met?
3. Who will be responsible for filing quarterly reports with Chi Omega Christmas?

VI. ATTACHMENTS

Please note: 15 copies of ALL items below are requested as well as of the application.

1. A brief history of the agency or association.

2. Most recent audited financial statement. If agency has no audited financial statement, submit the most recent IRS Form 990.

3. IRS letter of tax-exempt status - 501 (C) (3).

4. List of Board of Directors, their affiliation, addresses, and telephone numbers.

5. Detailed financial forms included in this application.

6. Latest annual report, if applicable.

7. Minutes of the last two Board Meetings.

NOTE: If funding for this project is granted by another source, please notify us immediately.

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**CHI OMEGA CHRISTMAS MARKET BENEFICIARY APPLICATION
PROPOSED GRANT BUDGET**

Agency: _____ Date: _____

Itemized budget of funding request for this project:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Funds Requested \$ _____

Total Project Cost \$ _____

Total Agency Budget \$ _____

(For the fiscal year, which includes the project for which you are requesting funding.)

**CHI OMEGA CHRISTMAS MARKET BENEFICIARY
APPLICATION SUMMARY BUDGET FORM**

Agency Name:

Date:

Fiscal Year End:

	Prior FY Actual	Current FY Budgeted	Year to Date Through _____
REVENUE			
Memberships			
Fees			
Interest			
Non-Government			
Corporate			
Foundations			
Individuals			
United Way			
Service Groups			
Religious Groups			
Other			
Government			
Federal			
State			
County			
TOTAL REVENUE			
EXPENSES			
Administrative			
Salaries			
Office Expenses			
Other (Explain)			
Program Costs			
TOTAL EXPENSES			

Note: This information should be completed for the current fiscal year in progress.