



BROOKSHIRE BROTHERS CHARITABLE FOUNDATION ("BBCF") GRANT APPLICATION 2025

The Brookshire Brothers Charitable Foundation ("BBCF"), based out of Lufkin, Texas, is a non-profit, tax-exempt organization operated for charitable purposes under the appropriate provisions of the Internal Revenue Code and Regulations. BBCF seeks to enhance the quality of life in Texas and western Louisiana by supporting organizations that directly and positively impact the people living and working in areas served by Brookshire Brothers, Inc. Specifically, BBCF supports organizations involved in the areas of education, food insecurity, community and social services, cultural arts and the humanities. Applicants must be an organization exempt from federal taxes under **SECTION 501(c)(3)** of the Internal Revenue Code, and must be geographically located within the direct service market of Brookshire Brothers, Inc.

Instructions for Grant Applications:

1. *All grant requests must include a completed BBCF application form and all required attachments. Applicants can email their grant requests to BBCF@brookshirebros.com or mail their requests to the address below.*
 2. Applicants must include the following attachments to the completed application:
 - a. One-page cover letter that details the organization's purpose, a strategic reason for why the BBCF should consider funding the project and/or program, and the amount requested.
 - b. List of current members on the organization's board of directors.
 - c. List of organization's principal officers.
 - d. Copy of organization's most recent annual audit with independent auditor's report.
 - e. Signed W-9 dated within past 12 months.
 - f. Organizations that have received a previous BBCF grant must complete a final grant report, which can be found in this application.
 - g. Photos from the past year demonstrating how the organization executes on its primary objectives.
- Failure to include all documents will void your application.***
3. If you choose to mail your application, please send only one copy of the application with attachments. Do not bind your documents in a notebook or other hard cover folder. Do not send pamphlets, brochures, books, cassettes, videos or similar materials. Mailed applications may be sent to:
Attn: Melissa Crager
Brookshire Brothers Charitable Foundation
P.O. Box 1688
Lufkin, Texas 75904

APPLICATIONS MUST BE SUBMITTED OR POSTMARKED BY OCTOBER 4, 2024.

Someone from the BBCF will contact you after your application has been received. For questions, please email BBCF@brookshirebros.com.



**BROOKSHIRE BROTHERS
CHARITABLE FOUNDATION
("BBCF")
APPLICATION FORM
FOR GRANT APPLICATIONS 2025**

Organization Name: _____
(as shown on 501(c)(3) IRS Exemption Letter)

Street Address/P.O. Box: _____

City, State, Zip Code: _____

Primary Phone Number: _____ Taxpayer I.D. #: _____

Contact Person and Title: _____

Contact Email: _____

Organization's website and/or social media accounts:

Year Founded: _____

About Your Organization

What is your organization's primary purpose and/or mission?

Outline your current programs and activities:

Number of Paid Employees: _____

Full-Time: _____ Part-Time: _____

Number of Volunteers: _____

Which geographic areas do you serve? (List all counties/parishes) _____

What is your target population and/or demographic?

How many people does your organization serve annually? _____

Grant Request

Amount requested: _____

How many people would be affected by this grant?

Explain how your organization would use this grant:

Type of Request: Capital Operating Budget Other _____

If you are requesting capital funds, please answer the following questions.

- Describe the proposed capital campaign, including goals and objectives.

- Define the campaign as new or ongoing and provide information on its status. Include a timetable for implementation and completion.

- Specify your plans for sustainability following the end of this grant.

If you are requesting funds for a project, program or your operating budget, please answer the following questions.

- Describe your program objectives, activities, strategies, staffing, partners and timeline. Explain how the grant will enable you to address the problem or need. Identify the project as new or ongoing.

- Specify your plans for sustainability following the end of the grant.

Other Funding

Has your organization received funding from the Brookshire Brothers Charitable Foundation in the past? _____

If yes, during which calendar year(s)? _____

If yes, what was the funding used for? _____

List other sources of funding for your overall organization and explain how those funds have been used.

List any additional community partners who are participating in this project/program and what are they providing (i.e. funds, in-kind donations, etc.).

How did you hear about the BBCF grant? _____

By checking this box, you agree that your organization's name and possible photographs of employees/volunteers may appear in press releases and on the Brookshire Brothers, Inc. and Brookshire Brothers Charitable Foundation's websites and social media sites.

Thank you for submitting your request. The Brookshire Brothers Charitable Foundation board meets in November to review all submissions. You will be notified in December with the results.

2024 Final Report

For organizations that received a grant from the Brookshire Brothers Charitable Foundation in 2024, please attach a separate document with the final grant report.

1. Include a financial summary and detailed report describing the disbursement of BBCF grant funds from the 2024 grant.
2. Include a written account of how your organization utilized the BBCF grant this past year. The report should include information related to the following questions:
 - a. What expected and unexpected successes did the project/program encounter?
 - b. What expected and unexpected problems did the project/program encounter?
 - c. How many people were served by the project/program, and what was the impact on them?
 - d. What are the lasting benefits of the project/program?
 - e. If the project/program were to be done again, would you do anything differently? If so, what?
 - f. What are the specific plans for continuation of the project/program?
 - g. Were there other sources of funding used to support the project/program? If so, please indicate the sources and amounts.
3. Include photo documentation of project/program and testimonials from clients. Please send photos by email to BBCF@brookshirebros.com.