



## Grant Request Guidelines

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5010 University Ave. Ste 330 ☞ Lubbock, TX 79413 ☞ (806) 792-1014 ☞ [info@talkingtonfoundation.com](mailto:info@talkingtonfoundation.com)

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**E**STABLISHED IN 1997 TO ENHANCE AND BENEFIT THE LUBBOCK COMMUNITY AND ITS RESIDENTS, The J.T. and Margaret Talkington Foundation funds operational expenses and building capital projects for public charities exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. To honor the history of the Talkington's philanthropy in the Lubbock community, the Foundation primarily limits its awards to proposals benefitting organizations in Lubbock and Hockley Counties. The primary interests of the Foundation include, but are not limited to the following:

- ☞ Arts and culture
- ☞ Community-based education
- ☞ Youth services
- ☞ Other areas of community improvement

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### MISSION

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The J.T. and Margaret Talkington Foundation exists to enhance and benefit the Lubbock community through investments which make the community a better place to live and work for all individuals and families.

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### GOALS

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- ☞ The Lubbock community will develop and maintain the necessary resources to sustain a vibrant and rich arts community.
- ☞ Community-based educational endeavors will thrive through the creation of innovative and practical strategies for learning which are available and accessible to all members of the community.
- ☞ Programs which build resiliency and promote quality of life for individuals and communities will be available to members of the Lubbock community regardless of race/ethnicity, religion, gender, age, nation of origin, disability, or hardship.

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## INSTRUCTIONS & APPLICATION CHECKLIST

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The Grant Application should include the following:

**Summary Request Form:** Available on website: [www.talkingtonfoundation.com](http://www.talkingtonfoundation.com) or can be obtained by contacting Kacey Stevens at 806-792-1014.

**Narrative:** The narrative should include the following:

- The history and/or background of the organization;
- A description of the proposed project;
- A total estimated cost and benefits to be derived from the grant;
- Describe plans for sustaining project after grant funds expire;
- Plan for evaluating the effectiveness of the project;

**Budget:** Detailed information showing the following:

- Use of requested funds;
- Total cost of project;
- Other sources of funds for project/additional requests pending;
- Does the organization file IRS Form 990?

**Attachments:** Include the following:

- Copy of organization's IRS federal tax exemption letter recognizing organization as a public charity
- List of Board members and key staff members of organization
- Timeline for project or program completion
- Copy of first two pages of organization's most recent Form 990
- Letters of support (optional)

When an application is received, it will be reviewed for thoroughness and the receipt acknowledged. The J.T. and Margaret Talkington Foundation may request a meeting with the applicant to discuss the application. The Foundation prefers that grants be used to support endowed programs with a one-time funding.

Completed Grant Applications (which meet grant application guidelines) will be reviewed by the Foundation's Board of Directors and funding priorities will be established. Applicants should not contact members of the Board to discuss applications. All applicants will be notified as soon as a decision is made concerning their applications.

# J.T. and Margaret Talkington Foundation

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- 1) Grants will be distributed on the current applicable grant distribution date. Check website for the current grant cycle and grant distribution dates.
- 2) The Foundation requires that the Grantee furnish a written report with respect to the program and/or scholarship financed by the Grant, including a summary of funds expended. Within twelve (12) months after the receipt of the Grant, the Grantee will provide the Foundation with a written report describing the results achieved by the program and actual expenditures from the funds received from the Foundation.
- 3) **Five (5) copies** of the Grant application should be sent to:

The J.T. and Margaret Talkington Foundation  
Attn: Kacey Stevens  
5010 University Ave., Ste 330  
Lubbock, TX 79413