



**LCRA Employees' United Charities**  
 Lower Colorado River Authority  
 P.O. Box 220  
 Austin, TX 78767

**Grant Application**

501(c)(3) and list of Board of Directors must accompany this form

Applications may take anywhere from 4-6 weeks to process  
 Applications completed less than six weeks prior to event date  
 may be denied by reviewing committee.

**APPLICANT INFORMATION**

Legal Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email/url: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_ Title: \_\_\_\_\_

**APPLICANT PROFILE**

Service Provided: \_\_\_\_\_

Area (include county): \_\_\_\_\_ Admin Fee? (%) \_\_\_\_\_

How many people do you serve annually? \_\_\_\_\_

Percent of donation to be used for direct services: \_\_\_\_\_

# of employees on payroll: \_\_\_\_\_ Estimated # of volunteers: \_\_\_\_\_

Year Founded: \_\_\_\_\_ Total Current Operating Budget: \_\_\_\_\_

Organization's Funding Sources (please include specific names): \_\_\_\_\_

\_\_\_\_\_

**Proposed use of contribution.** If your request is for sponsorship of a fundraiser, please show expected revenue from your fundraiser. If your request is for multiple items for a proposed project (such as equipment, supplies), please itemize the cost of each item. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date of event/project: \_\_\_\_\_

LCRA Employees' United Charities is a nonprofit 501(c)(3) charitable organization owned, operated and funded by the employees of the Lower Colorado River Authority. Employees voluntarily donate a portion of their pay to United Charities per month and then decide how the funds will be distributed. Requests from nonprofit organizations in all or part of the 58 counties in LCRA's service area are carefully reviewed by employee committees for consideration for funding. Please see the application procedures on the reverse side to ensure all appropriate information and documentation is included and complete. Incomplete applications may be denied by the reviewing committee.

**TOTAL AMOUNT REQUESTED**

**Recognition LCRA employees will receive for contribution:**

Any item checked below must include quantity.

- Newsletter \_\_\_\_\_
- T-shirt \_\_\_\_\_
- Printed Ad \_\_\_\_\_
- Mailing w/ name or logo \_\_\_\_\_
- Banner w/ name or logo \_\_\_\_\_
- News release \_\_\_\_\_
- Name on invitations or programs \_\_\_\_\_
- Complimentary tickets to event \_\_\_\_\_
- Other \_\_\_\_\_

**REQUESTING LCRA EMPLOYEES**

\_\_\_\_\_  
 \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Completed: \_\_\_\_\_

Previously Funded: \_\_\_\_\_

**DECISION**

Date: \_\_\_\_\_

Approved \_\_\_\_\_  
 Amount \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_

Chair Signature

\_\_\_\_\_

Chapter



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## Giving Guidelines

### PHILOSOPHY

LCRA employees who contribute to LCRA Employees' United Charities are committed to being good neighbors who are responsible and involved in the community. United Charities maintains a program of corporate philanthropy aimed at assisting a diverse group of organizations, programs and activities that benefit our communities. LCRA has a strong sense of mission and purpose and supports LCRA Employees' United Charities by underwriting the costs of administering the program.

### MISSION

The mission of LCRA Employees' United Charities is to provide financial support to nonprofit organizations within LCRA's service area. **LCRA employees support United Charities** on a voluntary basis through a monthly payroll deduction plan. Requests for donations are reviewed by employee committees with careful consideration given to each request received. Donations are determined by the number of applications received and funds that are available and are awarded on an annual basis.

### ELIGIBILITY

Nonprofit organizations that are tax-exempt under section 501(c)(3) of the Internal Revenue Service Code and are located within LCRA's service area are eligible to be considered for funding through LCRA Employees' United Charities.

### INELIGIBLE ORGANIZATIONS

Support is not considered for political, religious or fraternal organizations or individuals.

### APPLICATION PROCEDURES

To be considered for a grant, your request should be submitted using the grant application on the reverse side. All questions need to be answered and supporting documentation must be included and attached to this form. Applications may take anywhere from 4-6 weeks to process. Applications completed less than six weeks prior to event date may be denied by reviewing committee.

When submitting the completed grant application, include a copy of the Internal Revenue Service letter of 501(c)(3) determination. Feel free to include brochures or other printed literature available outlining the services your organization provides or advertising fundraising events. You can submit the completed grant application packet by mailing one (1) copy to the address shown on the right or by faxing to the number indicated. You can also email a copy to [employeeegiving@lcra.org](mailto:employeeegiving@lcra.org).

### GRANT DISTRIBUTION AND RENEWALS

LCRA Employees' United Charities awards grants on a yearly basis. Because funds are limited, only one request from a nonprofit organization will be accepted per calendar year. However, emergency requests will be considered on an as-needed basis. Receiving a grant one year does not make an organization automatically eligible the following year.

### RETURN THIS REQUEST TO:

LCRA Employees' United Charities  
P.O. Box 220  
Austin, Texas 78767-0220

fax: (512) 473-3383

email: [employeeegiving@lcra.org](mailto:employeeegiving@lcra.org)

### REQUIRED ATTACHMENTS

This information must be included when applying for a grant from United Charities:

Completed LCRA Employees' United Charities Grant application form

IRS 501(c)(3) letter of tax-exempt status

Any additional information necessary to summarize organization's need for funding. If you are requesting specific items, itemize items that are needed, including cost. If requesting sponsorship, please include levels of sponsorship and what revenue you expect to generate from the fundraiser.

List of Board of Directors