

Ken W. Davis Foundation

P.O. Box 3419 Fort Worth, Texas 76113

Guidelines for Grant Applications

Mission

The Foundation is currently accepting open applications from organizations providing for basic human needs in Tarrant County and surrounding areas and in the communities of the Permian Basin of West Texas and Southeast New Mexico, as well as organizations that provide for the needs of wounded veterans nationwide. Additionally, the Foundation may request proposals from certain organizations providing education that promotes the freedoms set forth in the U.S. Constitution but is not accepting open applications at this time.

Guidelines and Conditions

1. Recipient organization must provide proof of tax exemption.
2. For any donation KWDF must receive a completed Grant Application along with supporting documentation from the organization.
3. Written requests for contributions should contain current supporting information. Minimum grant size is \$10,000.
4. KWDF does not support or deny support to any organization because of its, or its members', religious beliefs or political affiliations, or lack of same. However, contributions may not be used for furthering particular religious beliefs or supporting political candidates for office.
5. An organization may be denied support by KWDF if it receives a substantial amount of government funding or if the organization acts as an intermediary to distribute such funds.
6. KWDF provides support to organizations directly and not to organizations or individuals that act as intermediaries for funding, such as the United Way.
7. ***All proposals must be received no later than October 31st to be considered for funding.***

Please submit the following information:

- Completed Grant Application (copy enclosed)
Website: <https://www.kwdfoundation.org>
- Grant proposal
- IRS determination letter of 501(c)(3) status
- A copy of your most recent tax return (Form 990)
- Current budget and financial statements (less than six months old)
- Most recent audited financial statements (if available)
- Any recent publications, annual reports, news articles or other relevant materials about your organization or the funded project that support your request. Please be selective.

We appreciate clarity and brevity in your responses. Thank you.

Please send all materials via e-mail (preferred) or mail to:

**Ken W. Davis Foundation
c/o Alan K. Davis, President
P. O. Box 3419
Fort Worth, Texas 76113 - 3419
Office: (817) 332 – 4081
Attn: Elaine McMerchant, Program Manager/Executive Assistant
Email: emcmerchant@gwdgroup.net**

For Permian Basin organizations please send all materials via email or by USPS to:

**Ken W. Davis Foundation
c/o Bruce M. Brady, Board Member
Great Western Drilling Company
P. O. Box 1659
Midland, TX 79702-1659
Office: (432) 682-5241
Attn: Staci Roseberry, HR Manager/Executive Assistant
Email: sroseberry@gwdc.com**

Your request will be reviewed and forwarded to the KWDF Ft. Worth office with Mr. Brady's recommendation.

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Grant Application

In response to your solicitation, form must be completed and submitted with supporting documentation.

Date of Your Request: _____

Name of your organization: _____

Location of organization: _____ TAX ID # _____

City or area served: _____

Required documentation:

() IRS 501(c)(3) determination Letter issued on (date) _____

() Current financial statements for period ending _____

() Audit (if available) for period ending _____

() IRS Form 990 for period ending _____

Amount requested for: Operations \$ _____ Program \$ _____

Other _____ \$ _____

If a time-sensitive event or purpose, funds must be received by (date): _____

Briefly explain the need, how funds will meet that need, and planned outcome:

Can use of donation be restricted? () Yes () No

Funding received from: Federal Government: _____%; Other Government: _____%

What % of income is sent to a national headquarters: _____%

Please provide the following from your submitted (most recent) **IRS Form 990**:

Program-related Expense (Part IX line 25B)	\$	=	%
Total Expense (Part IX line 25A)	\$		
Fundraising Expense (Part IX line 25D)	\$	=	%
Direct and Indirect Contributions (Part VIII line 1h)	\$		
Management and General Expense (Part IX line 25C)	\$	=	%
Program-related Expense + Fundraising Expense	\$		

Size of Governing Body: _____ Meetings per year: _____

Highest paid board member: \$ _____ (name, title) _____

Highest paid staff: \$ _____ (name, title) _____

This form filled out by: _____ Title: _____

Email address: _____