



2012 GRANT PROCESS & APPLICATION

MISSION

The Austin Food & Wine Alliance is non-profit organization^{*} dedicated to fostering awareness and innovation in the Central Texas culinary community through grants, educational programming and events. Guided by an all-volunteer board of directors and committees made up of culinary-and-community-minded professionals, the Alliance's commitment is to promote Texas food, wine, spirits and craft brews and to increase appreciation of Texas' culinary impact.

In 2012, the Austin Food & Wine Alliance will award three (3) grants (1 at \$10,000 and 2 at \$5,000) to selected organizations/individuals for the purpose of culinary innovation that contributes to the Austin and/or Central Texas community.

GRANT PROCESS

All applications must be received or postmarked by midnight, October 19, 2012. Applications can be sent by mail to **Austin Food & Wine Alliance, P.O. Box 685306, Austin, TX 78768** or by e-mail to grants@austinfoodwinealliance.org. Any applications received after the deadline will not be considered. Grant applications will be reviewed and considered by the AFWA 2012 Grant Selection Committee, composed of community members and culinary professionals. Recipients and non-recipients will be notified no later than November 30, 2012. Grants will be awarded at a ceremony on December 12, 2012. Grants are paid in one-payment and are subject to eligibility requirements below.

All information submitted during the grant application process will remain confidential. All Grant Committee Members and the Grant Selection Committee have signed Non-Disclosure Agreements.

GRANT ELIGIBILITY

Grant recipients must meet the following criteria:

- Food and beverage artisans, producers, culinary professionals or represent a culinary/food-focused non-profit serving the Austin and/or Central Texas community
- Must be located in Central Texas (within in the following counties) – Bastrop, Bexar, Blanco, Burleson, Burnet, Caldwell, Comal, Gillespie, Grimes, Guadalupe, Hays, Kerr, Kendall, Lampasas, Lee, Llano, Mason, Travis and Williamson
- Must demonstrate how the grant will be used for culinary innovation in their respective fields (including wine, beer, spirits and food industry)
- Represent fiduciary responsibility and transparency
- Must follow the reporting and accountability guidelines
- Attend Grant Awards ceremony on December 12, 2012
- Agree to participate in PR initiatives to promote AFWA & Grant Program
- Agree to AFWA website presence and mutual promotion of AFWA & grant program
- Must provide three (3) written reference letters as to why organization or individual should receive an AFWA grant and detail the reference's relationships with the organization and/or individual

GRANT REPORTING GUIDELINES

Grantees are required to submit two performance reports updating the AFWA on the progress achieved since receiving the grant. These reports must be submitted 6 months into receiving the grant and at the one-year mark of receiving the grant and may include presentation to the AFWA Board of Directors. The final performance report will serve as a permanent record of the grantee's accomplishments. These reports will provide information to the grant committee and staff as they evaluate the significance and impact of the AFWA grants.

All information submitted as part of the grant reporting process will remain confidential. All Grant Committee Members and the Grant Selection Committee have signed Non-Disclosure Agreements.

^{*} 501(c)3 filed & pending IRS approval.

2012 GRANT APPLICATION

Organization: _____

Contact/Applicant Name: _____

Contact/Applicant Position or Title: _____

Contact/Applicant Phone: _____

Contact/Applicant E-mail: _____

Mailing Address: _____

Physical Address: _____

Organization/Applicant Phone: _____

Website: _____

Social Media Links & Handles (Facebook, Twitter, Google +, YouTube, LinkedIn, etc.): _____

Are you applying as a (please select one of the following:

Non-Profit

Individual

Business

Other (please list) _____

Background Information (For Non-Profit or Business):

Date Founded/Started: _____

Names of Leadership/Owners/Board: _____

Number of Full-Time Staff: _____

Number of Part-Time Staff: _____

Number of Volunteers: _____

Mission Statement: _____

Brief History: _____

Have you received any other grants in the past year? If so, please list: _____

Background Information (For Individual):

Date of Birth: _____

Social Security Number: _____

Employer/Business: _____

Position: _____

Community Involvement: _____

Brief History: _____

Have you received any other grants in the past year? If so, please list: _____

Grant Request Information:

Date of Request: _____

Annual Operating Budget: _____

Fiscal Year: _____

Tax ID Number: _____

Legal Name: _____

Which grant amount are you requesting? _____

Grant requested for (check all that apply):

- Seed/Pilot Funding
- Project Support (list project name) _____
- Equipment Purchase
- General Operating Support
- Other (please list) _____

Geographic/Customer/Client Area Served: _____

Timeframe in which funds will be issued: _____

How will the grant be used? _____

How will the grand be used to fuel culinary innovation? _____

How will you use the grant to benefit the community? _____

Supplemental Information Required:

All Grant Applicants must submit three (3) reference letters detailing relationship to organization/individual and explaining why the grant should be awarded. Additional supplemental documents below must be submitted with completed grant application.

For a Non-Profit Organization:

- Summary Statement of 3 Year Plan
- 501c3 confirmation letter
- The last 990 filed with IRS

For an Individual:

- Summary Statement of 3 Year Plan
- Strategy for Current and Future Funding

For a Business or Start-Up:

- Summary Statement of 3 Year Plan
- Profit and Loss Statement
- Balance Sheet
- Assumed Name Certificate

I hereby verify that the information provided is accurate and honest to the best of my knowledge.

Date

Authorizing signature (President, Executive Director or Owner)

Title

Date

For Office Use Only

Date/Time application received:

Receipt confirmation by:

Checklist of documents submitted:

Individual:

- Completed Application
- 3 Reference Letters
- Strategy for Current & Future Funding

Non-Profit:

- Completed Application
- 3 Reference Letters
- Summary Statement
- 501c3 confirmation letter
- Last 990 filed

Business or Start-Up:

- Completed Application
- 3 Reference Letters
- Summary Statement
- Profit & Loss Statement
- Balance Sheet
- Assumed Name Certificate