

# SAMPLE Culinary Grant Application

\*Note: This form is a SAMPLE application to be used as reference.

Since 2012, the Austin Food & Wine Alliance has awarded \$192,500 to selected organizations/individuals for the purpose of culinary innovation that contributes to the Austin and/or Central Texas community.

Before going further through this application process, you must be prepared to attach the following documents at the end of this application:

## Individual/Other Supplemental Information Required

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

## Non Profit Supplemental Information Required

- \* Summary Statement of 3 Year Plan
- \* 501c3 Confirmation Letter
- \* The last 990 filed with IRS
- \* Strategy for Current and Future Funding

## Business Supplemental Information Required

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

If you are unsure of your entity type, please contact [info@austinfoodwinealliance.org](mailto:info@austinfoodwinealliance.org)

## Applicant Contact Information

### 1. Business/Organization/Individual Name

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### 2. Contact Name

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### 3. Position or Title

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### 4. Contact Phone Number

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### 5. Email

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**6. Mailing Address**

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**7. Physical Address (if applicable)**

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**Website/Social Media Profiles**

The below fields are not required, however, if you do participate in social media to promote your project, we'd like to know.

**8. Website**

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**9. Link to Your Facebook Page**

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**10. Twitter Handle**

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**11. Instagram Handle**

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**Grant Request Information****12. Date of Request**

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*Example: December 15, 2012*

**13. Annual Operating Budget**

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**14. What is your fiscal year?**

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**15. Tax ID Number**

Please include hyphens

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**16. Legal Name of Your Organization**

**\*\*Note:** For individuals, this would be your name on your social security card.

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**17. Tell us about your project and why you should receive this grant. (Limit to 150 words or less.)**

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**18. Please list project name**

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**19. What grant amount are you requesting? (Not to exceed \$10k)**

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**20. If you receive a lesser amount of funding than requested, would you be able to accomplish parts of your project with a lesser amount? Please provide details.**

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**21. Grant requested for (check all that apply)**

*Check all that apply.*

- Seed/Pilot Funding
- Project Support
- Equipment Purchase
- General Operating Support
- Other: \_\_\_\_\_

**22. Please explain your selection of "Other" for your grant request.**

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**23. List the Geographic Area/Customer/Client Served**

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**24. List the timeframe in which the funds will be used.**

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**25. How will the grant be used to fuel culinary innovation?**

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**26. How will the grant benefit the community?**

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**27. Please list past grants.**

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**28. Have you/the organization received any other grants in the past year?**

*Mark only one oval.*

- Yes
- No

**29. Are you applying as:**

If you are unsure of your entity type, please contact [info@austinfoodwinealliance.org](mailto:info@austinfoodwinealliance.org).  
*Mark only one oval.*

- Individual/Other      *Skip to question 30.*
- Non Profit (501c3)      *Skip to question 44.*
- Business      *Skip to question 34.*

**Individual/Other Supplemental Documents and Questions**

Additional supplemental documents below must be submitted with completed grant application.

**30. Date of Birth**

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*Example: December 15, 2012*

**31. What community involvement have you had in the past?**

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**32. Summary Statement of 3 Year Plan**

Files submitted:

**33. Strategy for Current and Future Funding**

Files submitted:

*Skip to question 54.*

**Business Supplemental Documents and Questions**

**34. Date Business was Founded**

\_\_\_\_\_  
*Example: December 15, 2012*

**35. List the Name(s) of Owner(s)**

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**36. Number of Full-Time Staff**

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**37. Number of Part-Time Staff**

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**38. What is Mission Statement of Business**

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**39. Is the owner/owners of the business/owner a veteran or active member of the military?**

*Mark only one oval.*

Yes

No

**40. Summary Statement of 3 Year Plan**

Files submitted:

**41. Profit and Loss Statement**

Files submitted:

**42. Balance Sheet**

Files submitted:

**43. Assumed Name Certificate**

Files submitted:

*Skip to question 54.*

## **Non Profit Supplemental Documents and Questions**

**44. Date Non Profit was Founded**

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*Example: December 15, 2012*

**45. List the Names of Leadership/Board**

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**46. Number of Full-Time Staff**

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**47. Number of Part-Time Staff**

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**48. Number of Volunteers**

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**49. What is Mission Statement of Organization**

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**50. Summary Statement of 3 Year Plan**

Files submitted:

**51. 501c3 Confirmation Letter**

Files submitted:

**52. Most Recent 990 Filed with IRS**

Files submitted:

**53. Strategy for Current & Future Funding**

Files submitted:

*Skip to question 54.*

**Required Reference Letters**

In addition to the supplemental information required, all grant applicants must submit three (3) reference letters detailing relationship to the organization/individual and explaining why the applicant should receive a grant.

**54. Reference Letter #1**

Files submitted:

**55. Reference Letter #2**

Files submitted:

**56. Reference Letter #3**

Files submitted:

**Verification/Authorization****57. Do you hereby verify the information provided is accurate and honest to the best of your knowledge?***Mark only one oval.*

- Yes     *Stop filling out this form.*
- No     *Skip to question 57.*
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