DENTON BENEFIT LEAGUE
2026-2027 Grant Policy

SECTION I. Funding Purpose

Through its grants, the Denton Benefit League distributes funds to enhance the quality of life in Denton.

DBL honors its commitment to its members and donors by returning the proceeds of its fundraising activities, in the form of grants, to the geographical areas and communities where membership and support are obtained.

DBL is nonprofit, nonpolitical and nonsectarian in all its policies and activities. Grants are awarded annually to local organizations with programs dedicated to community/social service, education, culture, or local history.

SECTION II. Geographical Limitations

DBL provides grants only to organizations benefiting Denton County, north of Lake Lewisville, primarily the city of Denton and contiguous communities.

SECTION III. Organization Qualifications

To qualify for a grant, an organization shall meet all of the following criteria:

1. Be community-based, that is, have a physical presence in and have requested funds that provide benefit to the local community;

2. Have nonprofit status confirmed by an IRS Letter of Determination or other IRS documentation dated at least three years prior to the date of grant application in the exact name of the applicant;

3. Be locally governed, that is, have a governing or advisory board with local representation;

4. Have a minimum of three years of continuous service in the local community;

5. Be nonpolitical, that is, not be affiliated with, represent, or espouse political beliefs, programs, etc.;

6. Be nonsectarian, that is, conform to DBL's nonsectarian policy as stated below;

7. Submit an application that benefits the organization only, that is, an organization may not apply on behalf of another organization, even if they are related or partnering;

8. Request funds dedicated to one or more of the following purposes: community/social service, education, culture, local history.

SECTION IV. Nonsectarian Policy

This policy refers to religious (faith-based) organizations or projects as follows:

1. Projects, services, capital improvements, etc. for sectarian purposes (e.g., production of a religious video) are not considered;

2. An organization may not require religious affiliation, specific belief, or participation to receive any of its services;

3. DBL grants cannot be used for equipment that becomes the property of a religious institution, even if it is also used by the organization/program being funded.

SECTION V. Grant Requests

In determining grant awards, preference is given to "needs" over "wants", depending on funds available.

1. DBL **accepts** grant requests for the following types of funding:
   a. Capital expenditures, e.g., equipment, furniture/fixtures, and other improvements (*preferred type of grant)*.

   b. Operating support, except for salaries/wages (*Note*: requests for rent must demonstrate exceptional circumstances and may not be for successive years).

   c. Program support, e.g., funds needed for critical services, client needs, and special projects/programs, including purchases and subsidy for low-income/disadvantaged clients.

   d. Construction projects underway at the time of the application or that will be completed by May 31st of the grant year and small remodeling projects with a time frame of less than four months are considered.

   Note: Any request involving public schools must come from their district's Public School Foundation and be administered under its auspices.

2. DBL **does not** provide grants for:
   a. Underwriting of entertainment venues/events or for an organization's fundraiser.

   b. Funding for any type of capital campaign, building fund, endowment, trust or special fund.

   c. Support for another organization's grant, allocation, award, or scholarship program.

d. Research or pilot programs.

e. Loan interest, any form of tax, or penalty payments.

3. Questions about the qualification of a potential grant request may be directed to the Grants Vice President at Grants@dentonbenefitleague.org prior to submitting an application.

SECTION VI. Application Requirements

1. Only one application will be accepted from an organization apart from universities and government entities. If an organization requests multiple items, these must be prioritized.

2. If an organization has changed its name and an updated IRS Letter of Determination has not yet been obtained, a State of Texas Certificate of Amendment and IRS-990 name change filing shall accompany the application.

3. An organization shall not apply for a grant on behalf of another organization, even if they are related or partnering. Grant funds may not be subgranted, regranted, or awarded as scholarships.

4. The organization's governing/advisory board or its department head shall approve the application prior to its submission.

5. The organization must be in sound financial condition and must not be the defendant in any legal action, be under review by any state or federal agency, or have any tax liens.

6. The organization must be up-to-date and in compliance with all federal and state tax laws and all required certifications for operating the agency.

7. Previous grant recipients must have returned all receipts, expenditure documentation and unused funds on any previous grant by **May 31st** of the grant year or have submitted and had approved by the Grants Committee a request for an extension**.**

8. All application questions must be answered including a request for an exemption, if applicable (included in the Grant Application Form). All applications must be submitted no later than **August 31, 2026**.

9. Grant requests encompassing more than one item must include an itemized list with respective dollar amounts specified and totaled. Two written bids shall be submitted for all items with the selected bid highlighted.

10. "Bids" include not only items to be purchased but also competitive cost data for all components of the grant request. All questions regarding competitive bids should be

addressed to the Grants Chair for determination.

11. If grant money is to be matched by other revenue sources or if significant other funding must be obtained in order to complete the project, the applicant shall demonstrate that the project can be completed by **May 31st** of the grant year.

12. Only the required material may be submitted.

SECTION VII. Application Process

1. Applicants complete the 2025-2026 Grant Application form, found on the DBL website, no later than **August 31, 2026**.

2. Required attachments
    a. Attachment A: List of Governing Board members (including home addresses)
    b. Attachment B: Evidence of tax exempt status, e.g.501(c)(3) determination letter from the Internal Revenue Service
    c. Attachment C: Current year financial statements, including balance sheet, income statement, statement of cash flows, and operating budget
    d. Attachment D: Audited financial statements for the past two years, with auditor's opinion letter or statement from the audit or board committee
    e. Attachment E: Form 990 or other tax form for the most recent fiscal year
    f. Attachment F: Detailed summary of all requested items along with two itemized bids or other cost documentation for each item requested in Section 6, with the preferred bid or vendor highlighted

3. Grant applications will be reviewed, and applicants whose applications meet the qualifications noted in Section III and the requirements listed in Section VI shall complete an interview with the Grants Committee in late October. Applicants will receive information about how to sign up for an interview time.

4. Grant applicants shall have two representatives at the interview as follows: the CEO/Executive Director or his/her Staff designate and the Board of Directors President/ Chair or his/her Board Officer designate.

SECTION VIII. Disbursement

1. Recommendations for grant funding from the Grants Committee are presented to the DBL Board of Directors for approval and then to the active membership for final approval at the November general meeting.

2. Notifications to recipients are emailed thereafter.

3. Grant funds are disbursed at the DBL January general meeting where recipients will be recognized.

4. Recipients shall sign the ***DBL Memorandum of Understanding (MOU)*** prior to disbursement of grant funds. No funds shall be disbursed without prior receipt of a correctly executed MOU.

5. The MOU is a binding agreement between DBL and the recipient organization and may not be altered by the recipient.

SECTION IX. Grant Utilization and Documentation

1. Grant recipients shall submit all expenditure documentation and return any unused grant funds of more than $100, as detailed in the MOU, by May 31st of the grant year. If documentation and any unused funds have not been provided by May 31st, all grant funds shall become due and payable to DBL immediately.

2. If emergencies prevent the submission of documentation by May 31st, the recipient must submit a request in writing or by email, for an extension by May 15th. Extension requests must be approved by the Grants Committee. Such extensions are rare. Recipients who receive extensions cannot apply for a new grant until all appropriate expenditure documentation is received and approved.

3. Receipts and other documentation shall be emailed to Grants@dentonbenefitleague.org.

4. Grant money shall be used for the item(s) in the grant application as listed on the MOU. No substitutions shall be made unless authorized in writing by the DBL Grants Chair. Such authorization is rare.

5. Inappropriate use of DBL grant funds shall void the entire grant, and all funds shall be returned to DBL.

The completed application and all required attachments shall be submitted by August 31, 2026.

The Denton Benefit League appreciates all the work that you do in our community!
We are proud to be your partners in providing needed services.
Thank you for submitting a grant application.