



Applications are due by June 1, 2026. The following guidelines outline information required by Hays County for all FY 2027 Community and Public Service funding requests. Proposals will not be reviewed until all required information has been received. Additional information may be requested once the review process begins. Failure to submit requested information within 30 days may result in removal of the proposal from the review process. Commissioners Court is responsible for the final approval of each grant. Since the County usually receives funding requests far in excess of its ability to fund, some requests may be denied.

Grant period: 10/01/2026-09/30/2027

For additional information or guidance in preparing the proposal, please contact **Genevieve Kitts** within the County Administrator's Office at 512.393.2209 or genevieve.kitts@hayscountytexas.gov.

PROPOSAL REQUIREMENTS

I. HAYS COUNTY APPLICATION WORKSHEET

II. REQUIRED SUPPORT INFORMATION TO BE ENCLOSED

A. Brief History of Organization and Description of Existing Services

Please include mission, current program activities and accomplishments, current number of staff and volunteers, describe the current population served, and geographic location served.

B. Description of Need for Funding

Include a statement of need for funding, identify if the need is stagnant or increasing, describe specific uses for funding, and the population expected to benefit from the funding. In this section include a statement explaining if the proposed funding is for general operating expenses, specific projects or programs, etc.

C. Activity Description

Describe the resources currently available to your organization and describe any gaps in those resources. Describe what the organization will accomplish with this funding and relate it to the mission statement provided.

D. Outreach

Describe the method(s) of outreach the organization has been successful in using to attract participants. Describe any gaps in outreach and barriers participants may face to accessing information.

E. Plans for Evaluation

Include measurable, time-specific goals, a description of information to be collected to measure progress and success, and how that information will be collected. This section should detail a strategy for documenting the effectiveness of the proposed funding. Quantify the number of times a service will be provided, individuals who may be served, the amount of time carrying out the project, etc.

F. Current and Projected (FY 2027) Sources of Revenue or Income

Include a list of all entities that are currently providing funding and those that have been asked to give financial support for FY 2027. This list should include current and proposed amounts for each entity.

G. Plans for Funding after the Grant Period

Include an explanation of the expected need for future funds and plans for future revenue or income.

H. Current Budget and Proposed FY 2027 Operating Budget

Include income from all sources and all expenses. The current budget should include YTD figures and should detail where current funds are utilized. The FY 2027 budget should include sources of funds already committed and those requested or pending. If a specific project or program is to be funded, please provide a specific program budget.

I. Balance Sheet or Statement of Financial Position

Provide YTD Statements of Financial Position. These Statements should encompass all assets and liabilities.

J. Income Statement or Statement of Activities

Provide YTD Statements of Activities. These statements should reflect funding compared to program expenses, administrative expenses, and other operating expenses. These statements should categorize any contributor restrictions placed on received or expended funds.

K. List of Board/Officers/Advisory Board

Include names and qualifications of staff involved with the project or program utilizing proposed funding.

L. Documentation

1. Most recent certified audit.
2. Latest IRS form 990 filed.
3. Most recent copy of applicant's status as an exempt organization for federal income tax purposes [e.g. 501(c)(3) letter].

TIMELINE

Applications available	Monday, March 16 th , 2026
Optional application workshop (webinar)	Wednesday, April 1 st , 2026
Optional application workshop (in-person)	Wednesday, April 1 st , 2026
Applications Due	3:00 pm CST Monday, June 1 st , 2026
County review period	June 2, 2026-July 2, 2026
Award announcement	September 15, 2026
Contracts executed	Wednesday, September 30 th , 2026
Quarterly reporting	
Report 1 (October 1 st - December 31 st , 2026)	Monday, February 1 st , 2027
Report 2 (January 1 st - March 31 st , 2027)	Monday, May 3 rd , 2027
Report 3 (April 1 st – June 30 th , 2027)	Monday, August 2 nd , 2027
Report 4 (July 1 st – September 30 th , 2027)	Monday, November 1 st , 2027