



PECOS WEST CHARITABLE FUND

2026 APPLICATION PREVIEW GUIDE

For planning and preparation purposes only

IMPORTANT: This guide is not an application and cannot be submitted for consideration.

All applications must be completed and submitted through the official online Google Form by the published deadline. Applications sent by email, mail, or as a Word/PDF document will not be accepted.

How to Use This Guide

This guide provides a preview of the information and narrative questions included in the online application so your organization can gather information and collaborate before entering responses into the Google Form.

- Draft and review responses internally before entering them online.
- Use the listed word limits to keep responses within the space allowed in the online form.
- Gather all required attachments before beginning the final submission.
- The Google Form saves progress automatically as applicants move through the application, allowing them to return and complete it later.

Eligibility Confirmation

Before beginning the online application, your organization should be able to confirm each statement below:

- Our organization is a 501(c)(3) public charity or has a qualified fiscal sponsor.
- Our project primarily serves residents of ZIP codes 79936, 79938, and/or the Montana Vista area.
- We are requesting \$10,000 or less.
- Grant funds will be spent within 12 months.
- Our request does not fall within an ineligible funding category.

Note: Applicants that cannot confirm all eligibility requirements may not be able to proceed through the online application.

Section 1: Organization Information

The online application will request the following information:

- Organization name
- Year organization was founded
- EIN (Tax ID Number)
- Organization website

- Organization mailing address
- Primary contact name
- Primary contact title
- Email address
- Phone number
- Tax status: current 501(c)(3) or organization using a fiscal sponsor
- If using a fiscal sponsor: fiscal sponsor organization, contact name, email address, and EIN
- Annual operating budget range: under \$100,000; \$100,000-\$250,000; \$250,001-\$500,000; \$500,001-\$1 million; or over \$1 million
- Counties/communities served: El Paso County, Hudspeth County, Dona Ana County, Ciudad Juarez, and/or other

Section 2: Project Information

- Project or program name
- Amount requested (maximum request: \$10,000)
- Program status: new program, expansion of an existing program, or existing ongoing program
- Total project budget
- Community benefiting from the project: ZIP codes 79936 and/or 79938, Montana Vista, or all listed areas
- Estimated number of individuals who will be served by the project
- Number of individuals served in the eligible geographic area during the past 36 months
- Project start date
- Project end date

Section 3: Narrative Questions

Organization Mission (250 words)

Describe your organization's mission and primary programs.

Community Need (500 words)

Describe the community need your project addresses. Include any local data, community input, or organizational experience that demonstrates why this need exists.

Project Description (500 words)

Describe the project or program for which you are requesting funding. Include key activities, the projected timeline, intended participants, and how grant funds will be used.

Community Impact (500 words)

What measurable outcomes do you expect to achieve, and how will you measure success? Examples may include the number of residents served, program completion rates, increases in services or resources provided, acres cleaned, or trees planted.

Sustainability (250 words)

If funded, how will the project continue after grant funds have been spent?

Community Connection (250 words)

Describe your organization's connection to ZIP codes 79936 and/or 79938 and the Montana Vista community. Explain how you engage residents, understand local needs, and involve residents in identifying the need or designing the project.

Organizational Capacity (250 words)

Describe the experience, staff, volunteers, partnerships, and other resources that will help ensure the project's success.

Section 4: Budget

Budget Summary

The online application will ask applicants to provide the total project cost and the amount requested from the Pecos West Charitable Fund for each applicable expense category:

- Personnel
- Program supplies
- Equipment
- Outreach/marketing
- Other

Budget Narrative

Word limit: 250 words. Explain how grant funds will be spent.

Other Funding Sources

Indicate whether funding for the project has been requested or secured from other sources. If yes, provide an explanation.

Section 5: Required Attachments

- IRS determination letter
- Most recent Form 990 or financial statement
- Project budget, if not fully included in the budget section
- Organizational budget
- Optional supporting materials

Section 6: Certification

The authorized representative submitting the online application will be asked to certify that:

- The information provided is accurate and complete.
- Awarded funds will be used for the purposes described in the application.
- Submission of an application does not guarantee funding.

The online form will also request the authorized representative's name, title, and date of certification.