

Plano Housing Authority Grant/Loan* Application Instructions

Administrative

Please provide 1 legible copy of the application and supporting information. Information should be delivered to:

Plano Housing Authority
ATTN: Dave Young
1740 G Avenue
Plano, Texas 75074

Grant applications are to be submitted no later than 10/01/2026.

Grant determination award date will be no later than 10/29/2026.

Introduction

The application provided is a structured guide that gives the Plano Housing Authority Board both high-level and detailed information to determine whether the request is congruent with its mission. The total amount of all grants to be awarded is \$ 120,000 cumulative.

Mission Statement

The goal of this program is to enable nonprofits to receive funds that will be used to benefit the surrounding community by improving housing and living standards for income-qualified individuals.

Application Instructions

Pages 1 and 2 of the application should be completed on the actual application. Supplemental information can be provided and organized by section number.

Section I—Nonprofit Status. Provide evidence, e.g., state or federal notice, of the type of IRS-designated exemption status.

Section II—Provide a brief project/program description. Your supplemental information package can include a more comprehensive description. (if necessary)

Supplemental Information Package

Sections III—XI must be provided in a supplemental package. This will allow the submitter to elaborate on the request more extensively.

Section III—Provides the board with quantitative metrics to determine the program/request's impact, number of people served, and ongoing sustainability (if the request is not for a specific one-time request). At the end of the grant's life be able to provide a summary to the board of needs

that were met by receiving and implementing the funds. Please specifically list the minimum amount of funding you are requesting that would fulfill your program's mission **along** with the maximum amount you are requesting.

Section IV – Provide organizational background to give the board an understanding of your history and achievements.

Section V—Provide information on current programs, activities, and accomplishments. Also, provide information on how you manage the programs, including the number of volunteers or staff members.

Section VI – A list of Affiliations and Associations you partner with.

Section VII—Overall Goals and Objectives for the Request. Please ensure that the goals and objectives are measurable and quantifiable.

Section VIII – Provide a timeline for the distribution of funds and the duration of the program.

Section IX – Is comprised of two components. First, a historical financial overview—the previous three years' financial statements (if available), at minimum. Please provide the annual operation budget for which the requested funds will be used. Second, long-term sources and strategies for funding. The board would like to know the longevity of the organization or project.

Section X – Please provide evaluation methods to determine outcomes.

Section XI – Provide 3 reference letters regarding the organization and previous successes.

Scoring Criteria

1. Demonstration of the need for funding
2. Intended Goals and Outcomes
3. Description of the project or initiative with goals and intended outcomes.
4. Financial capacity to execute the project.
5. Strategic action plan aligned to annual goals.
6. Evaluation methods to determine outcomes.
7. A sustainability plan for how the work or initiative will continue beyond the life of the grant or loan
8. Alignment of goals within grant application to the mission and goals of the Plano Housing Authority

* Funds are considered to be a grant unless the goals are not met and then the funds will be considered a loan that must be repaid to the Housing Authority.

PHA GRANT/LOAN* APPLICATION

DATE SUBMITTED:

SUBMITTED TO: PLANO HOUSING AUTHORITY

SUBMITTED BY:

PURPOSE (Choose all that apply)

☐ - Housing

☐ - Housing Assistance

☐ - Rental Assistance

☐ - Food Pantry

☐ - Food Donation

☐ - Housing Development – Grant

☐ - Housing Development – Loan

☐ - Other: _____

CONTACT INFORMATION

ORGANIZATION NAME:

ADDRESS:

WEBSITE:

PRIMARY CONTACT PERSON:

ADDRESS:

PHONE:

EMAIL:

I. IS THE ORGANIZATION A NOT-FOR-PROFIT? _____ IF YES, WHAT TYPE OF NOT-FOR-PROFIT IRS DESIGNATION? PLEASE PROVIDE PROOF OF VALID NOT-FOR-PROFIT.

II. PROJECT/PROGRAM DESCRIPTION - BRIEF

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A. PURPOSE FOR GRANT/LOAN	
B. GOALS AND OBJECTIVES	
C. TARGET POPULATION & AREA OF SERVICE	
D. PROJECT ACTIVITIES	
E. KEY STAFF	

III. SUCCESS CRITERIA AND MEASURABLE OUTCOMES

- 1. How much is the request?**
- 2. How many people will be impacted?**
- 3. Request per impacted person?**
- 4. Is this a one-time request?**
- 5. Is the request a grant or loan?**
- 6. Percentage of this request to the overall budget?**
- 7. How is the organization going to maintain longevity?**
- 8. Other important information?**

IV. ORGANIZATION BACKGROUND

V. CURRENT PROGRAMS, ACTIVITIES, AND ACCOMPLISHMENTS

VI. AFFILIATIONS WITH SIMILAR ORGANIZATIONS

VII. GOALS & OBJECTIVES

VIII. TIMELINE

IX. FINANCIAL SECTION

1. FINANCIAL OVERVIEW

3 YEARS' PREVIOUS FINANCIAL STATEMENTS (AUDITED PREFERRED)

ANNUAL OPERATING BUDGET

2. LONG-TERM SOURCES / STRATEGIES FOR FUNDING

X. EVALUATION METHODS

XI. PROVIDE 3 REFERENCE LETTERS

*Loan meaning goals were not met and the funds are to be repaid to the housing authority; or in some instances a loan designation is needed for the purposes of matching funds from other entities.