



PRE-APPLICATION PROCESS

FRP Minimum Criteria Requirements

Initial Screening Standards

- **Operating Capital**

American Pecan Council (APC) will only fund applicants whose operating budget is not primarily dependent on APC funding.

Required Supporting Documents

- Two previous years of operating statements, budget versus actual, signed and dated.
- Previous two years balance sheet, signed and dated.
- Current year operating budget and year to date operating statements, budget versus actual and current balance sheet, signed and dated.

- **History of Collaboration**

APC desires to fund requests from entities which have a proven track record of successful collaboration with funders.

Required Supporting Documents

- Complete list of funders from the past 5 years with whom requesting applicant/entity has worked. We will use this list for the purpose of contacting references. Please provide contact name, entity, phone number and email.

- **Organizational Capacity**

APC will not fund start-up organizations or entities with no prior experience of receiving and deploying grant funds.

Required Supporting Documents

- One-page description of the history and current activities of the organization.
- Organizational chart.
- Professional biographical information and credentials for key personnel.
- Listing of other entities who might co-participate in this funding request.
- Description of the decision-making protocol for the requesting entity and a description of the ultimate final authority for decision-making (person or board)

- **Reporting, Accounting and Measurement of Impact**

It is essential that APC receive on a timely basis any requested progress reports and supporting financial reporting related to the grant.

Required Supporting Documents

- Description of the accounting software and financial reporting forms used by the applicant.
- One-page narrative from the applicant that describes their methodology for evaluating impact and “Return On Investment”.

- **Special Consideration**

While APC is committed to standardizing the criteria required from all applicants for funding, there could be special circumstances for a funding applicant where the initial screening standards cannot be fully met. In such cases, APC will give consideration to such applicants.

Required Supporting Documents

- 1,000 words or less, a narrative from the pre-applicant that explains why meeting these four initial screening standards is not possible, but why there may be a case for APC to waive certain requirements.

For funding applicants who can fulfill the initial screening standards listed above, APC requires all supporting documents be formally submitted to the American Pecan Council at info@americanpecan.com or P.O 110398, Fort Worth, Texas 76185, by the required deadline for each Funding Cycle. Upon receipt and review of the required documents APC will be prepared to provide qualified pre-applicants a complete application packet. Final funding decisions will be in accordance with American Pecan Council Funding Timeline.