

Application # _____

In-Kind Grant Application

6400 El Verde Road, Leon Valley, Texas 78238
PH: 210-684-1391 Ext: 228 Fax: 210-684-4476
Community Center **X Conference Center**

Please check all that apply:

☒ Non-Profit	☐ Religious	☐ Govt. Entity	☐ School	☒ Charitable	☐ Other (please specify):
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Organization Information

Name: AARP Foundation

Address: 601 E. Street NW, Washington, DC 20049

Contact Number: (888) 687-2277

Email Address: aarpfoundation.org

Event Coordinator: Jeffrey Brown

Cell Phone: (470)332-7286

Event Information

Date(s) of Event: 5, 7, 9, 12, 14, 16, 20, 21, 23 / January, 2025 Start Time: 8:30 am End Time: 4:30pm

Assembly Date: same dates / Start Time: 8:30 am End Time: 4:30 pm

Breakdown/Clean-up Date/Time: daily, 4 – 4:30 pm

Estimated Attendees: 15-25

Purpose of Event: Train and Certify volunteers to be IRS Tax counselors/preparers

Primary Audience: Citizen Volunteers, Bexar and nearby counties /

Start Time: End Time:

Assembly Date: / Start Time: End Time:

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NOTE: We will not use Conference Center on January 19 -- Federal Holiday: MLK and Inauguration Day. We are somewhat flexible for our dates, but would prefer not to change as students do make plans.

Breakdown/Clean-up Date/Time: _____

Estimated Attendees: _____

Purpose of Event:

Primary Audience:

If event is a fundraiser, what will fundraising funds be used for?

N/A

List all other sources of funding for this event such as admission fee, donations, grants, etc.:

AARP grant, corporate grants to AARP Foundation

Will your event allow the sale or consumption of alcohol? If yes, have you already obtained the proper state permits? Please attach copy of permits.

NO

What benefits will the City of Leon Valley receive from this event?

People of Leon Valley may come to have their tax returns prepared FREE by trained and certified counselors. No limits on income or age, though there are some limits on complicated tax returns. Residents of nearby areas may come also, and do other business in Leon Valley.

Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.:

Facility use, with lights, power, WiFi, projection screens. Tables and chairs set up for

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classroom/conference. Our usage on weekdays these 3 weeks should not interfere with other uses on weekends. (Last year a LV council meeting was held in the evening of one of the days we were here.) Parking spaces are adequate for our attendees without crowding.

Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.

Previous LV grants in-kind to AARP were used for training. Separate grants for Tax preparation at the Sr. Community Center. All our workers are unpaid volunteers, working to provide valuable service to Leon Valley residents.

See the attached summary of 2025 season.

If this is a second or third request for assistance, please tell us what's new, improved, expanded, or innovative about this year's proposed project compared to previous applications.

Using your excellent AV system is a good improvement for our class sessions. Being able to house our class computers in your lockable closet was a huge help. Your support as host is critical; without it we cannot have a training site.

We have no budget; AARP and IRS provide our supplies, and reimburse volunteers for their travel costs to train to be counselors.

Please describe your specific plans to market and promote the proposed project.

AARP Foundation conducts nationwide advertising for volunteers in the Tax-Aide and other volunteer programs. We talk about our program during tax season, attracting volunteers in your excellent buildings and grounds. We provide printed posters and flyers to your city, library; plus email and text copy

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that can be used to alert Leon Valley citizens of our services. _____

Please attach all other supporting documents and mail or hand-deliver to:
*City of Leon Valley, Community Relations Director: 6400 El Verde Rd. Leon Valley, Texas 78238

Print Name: Jeffrey Brown
Training Coordinator, Tax Aide, District 8, TX2

Signature: Jeffrey Brown

Date: 10/14/2025

FOR OFFICIAL USE ONLY

APPROVED	DISAPPROVED
SIGNATURE: _____	DATE: _____

Comments/Notes: _____
