

Application and Reporting Update

October 17, 2011

On October 15, 2010, Houston Endowment implemented an online application and reporting system. The system allows organizations to apply for funding online and then, if support is granted, report on the use of those funds through a customized, online reporting system.

Reporting for Current Grants

Organizations with active grants that were approved before the online system was implemented will *not* use the online system for reporting. Reports will be due according to the same schedule that was outlined in the original grant agreement, and grantees will be sent a reminder email one month before the report is due that includes a template for the report.

Organizations with active grants that were approved through the online system will use the online system for reporting. Reports will be due according to the same schedule that was outlined in the original grant agreement, and grantees will be sent a reminder email one month before the report is due with a link to the online report.

If you have any questions about your organization's reporting requirements, please contact Harriet Garland, Grant Manager, at 713.238.8136.

Paper Applications

Houston Endowment will now only accept applications via the online Grant Management System. Applications created using our previous application guidelines were accepted until December 31, 2010. Paper applications using the new guidelines were accepted until October 15, 2011. Houston Endowment is now returning any paper applications with instructions that the applicant use the online system.