



# GRANT APPLICATION GUIDELINES

## ELIGIBILITY

Houston Endowment Inc. makes grants to nonprofit organizations that are recognized as charitable organizations by the Internal Revenue Code.

The foundation provides funds to organizations that serve Harris County and contiguous counties.\* Grants seldom are given outside of Texas and never are made outside of the United States or to individuals. The foundation prefers not to fund religious activities, fundraising events or galas.

Houston Endowment provides funds to organizations that support and promote the arts, community enhancement, education, the environment, health, human services and neighborhood development. The foundation also provides funds to organizations outside of its primary geographic scope that support and promote Texas history.

Because of Houston Endowment's commitment to the Jesse H. Jones and Mary Gibbs Jones Scholarship Program, the foundation typically does not fund other scholarship programs. (Houston Endowment does not select Jones Scholarship recipients nor does it make direct scholarship awards to individuals. Inquiries about scholarship assistance should be made to financial aid offices at colleges and universities. Information about the Jesse H. Jones and Mary Gibbs Jones Scholarships, which are awarded each year to graduating seniors from high schools in Harris County, can be obtained from principals and counselors.)

## APPLICATION

Houston Endowment accepts grant requests throughout the year and has no designated deadlines for the submission of requests. The review process typically takes up to six months, so applicants should plan accordingly if funding is needed by a certain date. The foundation has no formal or required application form.

For organizations that have received a multiyear grant, the foundation prefers to receive applications only after all payments of that grant have been made. The foundation prefers not to consider applications from an organization more frequently than once every 12 months, whether a previous application was approved or denied. The foundation also prefers not to consider second requests for a capital project for which a grant was previously made.

Elaborate presentations are discouraged, especially proposal materials that are bound, inserted in protective sleeves or prepared in other types of notebook form. In general, the form of the application is less important than the content. If possible, presentations should be made in 12-point type and on 8.5" x 11" paper. Submitted materials will not be returned and become the property of the foundation. Additionally, the board of directors does not entertain oral presentations from applicants. The board and staff do not participate in fundraising feasibility studies.

\*Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery and Waller counties

Applicants serving Harris County and contiguous counties should submit a complete application and include the following:

**A ONE-PAGE COVER LETTER FROM THE CHIEF EXECUTIVE OFFICER ON THE LETTERHEAD OF THE ORGANIZATION.**

*Please include:*

- ( ) A statement from the CEO stating that he or she has approved the request and endorses it as a strong priority of the organization.
- ( ) The name, title and telephone number of the person with whom the foundation should communicate.
- ( ) The amount of the request.
- ( ) A statement that no change has occurred in the exempt status, purpose, character or method of the organization's operation since the organization received its tax-exempt status from the IRS.
- ( ) A statement indicating whether the organization has been in the past or is now operated under any name other than the name on the IRS determination letter.

**A THREE- TO FIVE-PAGE PROPOSAL.**

*Please include:*

- ( ) A description of the organization, the nature of its work, its mission and its achievements.
- ( ) A statement about the issue that the proposed project is addressing. (If statistics or opinions are included, please cite the source.)
- ( ) A list of names and qualifications of the people who will be in charge of the project.
- ( ) A description of the proposed project, including answers to the following questions:
  - How will the project address the identified issue?
  - Where will the project make a difference?
  - Whom will it target? How will it impact them?
  - When will the project begin and end?
  - If the project already is under way, what has been accomplished so far?
  - What are the expected milestones and outcomes, and how will they be measured?
  - How much will the project cost?
  - How much does the organization need from Houston Endowment and over what period of time?
  - If the project is ongoing, how will it be sustained after Houston Endowment's funding ends?

**A BUDGET.**

*Please include:*

- ( ) The organization's current annual operating budget, including revenues and expenses, and the amounts and sources of committed and pending funds. If multiyear operating support is requested, please submit the organization's projected annual operating budget for the years covered by the grant request.
- ( ) If applicable, a budget for a specific project, in addition to the operating budget. Please include a description of each major expenditure category.
- ( ) Amounts and sources of committed and pending funds, including the names of the funders and the amounts awarded, pledged or requested. Donations from individuals may be combined into one number.
- ( ) The percentage of board members and/or trustees who financially supported the organization during the last fiscal year, and the aggregate amount they gave.
- ( ) A narrative describing each major item in the budget with an explanation of how each was determined.

**SUPPORTING DOCUMENTS.**

*Please include:*

- ( ) A photocopy of the latest determination letter(s) from the Internal Revenue Service regarding the organization's current tax-exempt status under Section 501(c)(3) or Section 170(c), and its public charity status under Section 509(a) of the Internal Revenue Code. Those identified as supporting organizations (Section 509(a)(3)) will be asked to provide additional documentation regarding their classification.
- ( ) The organization's most recent audited financial statements. If the organization's financial statements are not audited, reviewed or compiled by an independent accountant, the organization should submit internally prepared financial statements, including a statement of financial position—a balance sheet—and a statement of revenues and expenses, marked unaudited.
- ( ) A complete copy of the organization's most recently filed IRS Form 990, including Schedule A and all supporting schedules.
- ( ) A current list of the organization's board of directors or trustees. In addition to the board list, if a proposed project has a separate advisory group, please include those names.

Applicants serving regions of Texas beyond Harris County and contiguous counties should submit a two-page letter of inquiry.

APPLICATIONS SHOULD BE MAILED OR DELIVERED TO:

Grant Department  
Houston Endowment Inc.  
600 Travis  
Suite 6400  
Houston, Texas 77002-3000

The foundation will notify applicants after applications are received and will ask for any additional information that may be needed. The staff will not critique proposals or provide feedback about improving grant applications. All applicants will be notified in writing about any actions taken by the board of directors.

For more information, please call 713.238.8100  
or see [www.houstonendowment.org](http://www.houstonendowment.org).