

## Application: Request for General Operating Support

### Introduction

Welcome to the Request for General Operating Support. We appreciate you taking time to complete this form, and we are looking forward to learning more about your work in the community. Please note, an invitation to complete an application is not a guarantee of funding.

**If this application is being completed for a fiscal sponsored project or program, please email [grantsupport@houstonendowment.org](mailto:grantsupport@houstonendowment.org) and your primary contact at Houston Endowment to receive a different form.**

### Tips for Submitting an Application

- Review Houston Endowment's [Grant Application Guiding Principles](#).
- All entries marked with \* are required.
- Be clear and concise, as we do not evaluate inquiries based on the length of your responses.
- Feel free to use bullet points as you answer questions.
- Feel free to copy and paste language you have written for other proposals if the information remains accurate.
- Upload additional supporting information to share more about your work.

If you have any questions about the system, email [grantsupport@houstonendowment.org](mailto:grantsupport@houstonendowment.org). If you have questions about the content of your application, email your primary contact at Houston Endowment.

### Organizational Information

\*Legal Name

Doing Business As

\*Federal Tax ID (EIN)

\*Tax Exempt Status: Note: If “Other,” you will be asked to provide additional details.

\*Year Founded

Mailing Address (\*Address Line required)

\*Phone Number

\*Email

Website

\*Mission

Please answer the following questions if your organization has less than 20 team members.

Number of:

Paid Full-Time Staff

Paid Part-Time Staff

Volunteers

## Organizational Contacts

*Note: Contacts on file will display, and the user will select the existing contact (Use this response) or edit/add new contacts and then select the updated information (Use this response).*

\* Primary Contact for this Request: Note: Enter just one contact as the primary contact for this request.

\* CEO/Executive Director/President: Note: Enter just one contact here.

\* Finance and Accounting Contact: If request is approved, Houston Endowment will follow-up with this individual to set-up payment details. Note: Enter multiple contacts, if possible, to be notified of upcoming payments.

Other Request Contacts: Please add additional individuals to be included on application or reporting communications. Note: If no additional contacts are added here, the Primary Contact for this request will receive report and application notifications.

## Board and Leadership Information

\*Please create a bulleted list of your organization's board members below.

\*Who is your organization's board chair?

\*Does your organization's board have term limits?

\*Please describe the term limits.

Does your organization have any of the following committees?

Audit Committee

Development Committee

Executive Committee

Governance Committee

List any other committees not specified in the above list.

## Organizational Work

*Please provide brief answers, when possible.*

- \*Please summarize your organization's work.
- \*What opportunity and/or challenge are you addressing?
- \*How does this opportunity and/or challenge affect the people of Greater Houston?
- \*Which two or three groups working in Greater Houston are most similar to yours? What do you have in common and what sets you apart?
- \*Describe the organization's most significant achievements over the last two years.
- \*How is your organization learning about the impact of your work and improving over time?
- \*Describe the stakeholders and community partners with whom you work.

## General Operating Support Request

*Please provide brief answers, when possible.*

- \*Total Requested Amount from Houston Endowment
- \*How many years of support are you requesting?
- \*Year 1 Amount      \*Year 2 Amount      \*Year 3 Amount
- \*Provide a list of your organizational goals.
- \*What measurable milestone(s) do you expect to achieve? Please include milestones by year, if applicable.
- \*What specific metrics will you monitor to determine whether your organization is on track to achieve these goals?
- \*What opportunities and/or barriers may impact achieving these goals?

## Organizational Financial Information

*Note: enter a minimum of one year and a maximum of three.*

- \*Fiscal Year Ending
- \*Budget Summary
  - \*Revenue                      \*Expenses                      \*Assets
  - \*Liabilities                      \*Unrestricted Net Assets                      \*Data Source

*Please provide a breakdown of projected and committed sources of income for the organization.*

### \*Projected

- \*Foundation Support                      \*Corporate Contributions
- \*Individual Gifts                      \*Governmental Support

### \*Committed

- \*Foundation Support                      \*Corporate Contributions
- \*Individual Gifts                      \*Governmental Support

- \*Please list the organization's highest contributors and amounts (up to ten).

\*If the request is approved, how will the work be sustained after HEI's commitment ends?

\*Upload Organization Operating Budget

\*Budget Narrative

The purpose of the budget narrative is to supplement the information provided in the submitted budget. The budget narrative is a tool to help foundation staff understand the budgetary needs of your organization and is an opportunity to provide descriptive information about the costs, drivers, and risks that may not be easily communicated in the budget.

\*Upload your most recently filed IRS Form 990 or other relevant financial statements.

Upload your most recently audited financial statements, if applicable.

Upload any other financial documents you would like to share.

*Examples: Income Statements, Profit and Loss Statements, Balance Sheet*

## Additional Information and Confirmation

*Optional: Use this page to share any additional information and documentation with our team.*

Additional Information

Additional Documentation Upload

Confirmation Statement

*In order to protect the integrity of the grantmaking process, Houston Endowment respectfully requests refraining from contacting board members regarding inquiries. Houston Endowment policy requires board members to refrain from participating in site visits, or otherwise engaging with organizations regarding pending inquiries.*

\*This application is true and accurate to the best of my knowledge. I am authorized to submit this information on behalf of this organization.

\*Submitted by [Enter Name]