

Application: Request for Project or Program Support

Introduction

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 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 any additional supporting information you would like to share about your work.

If you have any questions about the system, email 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 tax exempt status is "Other," you will be asked to provide additional details.

*Year Founded

Mailing Address (**Address Line required*)

*Phone Number *Email Website

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

Number of Paid Full-Time Staff

Number of Paid Part-Time Staff

Number of Volunteers

Contacts

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

* The **primary contact** for the request will receive all notifications related to this work. If this request is approved, communications will include notifications about distributed grant payments and any reporting or deliverable requirements. This individual will also be copied on grant agreement communications.

* CEO/Executive Director/President: *Note: Enter just one contact here.* If this request is approved, the CEO/Executive Director/President will receive the grant agreement to sign it. If this contact should receive payment or reporting communications, please add them again as an additional contact below in the Finance and Accounting Contact(s) and/or Other Request Contacts fields.

* Finance and Accounting Contact: If the request is approved, these individuals will be copied on grant agreement communications and receive email notifications when payments have been processed and released by Houston Endowment.

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?

*Please describe 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

*What is your organization's mission.

* Provide a brief summary of your organization's work within the context of Houston Endowment strategies. *Our current priorities are to strengthen **public education, increase informed civic engagement, and enhance Greater Houston's arts, cultural organizations, and green spaces.*** See [Houston Endowment's website](#) for more information.

Organizational Financial Information

*Fiscal Year Ending:

Budget Summary

Note: Enter at least one and no more than three years.

*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).

*Upload Organization Operating 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

Project/Program Work

Please provide brief answers, when possible.

*Total Requested Amount from Houston Endowment

*Total Cost of Proposed Project or Program

*How many years of support are you requesting?

*Year 1 Amount

*Year 2 Amount

*Year 3 Amount

* Please describe the project or program purpose, goals, and how your organization plans to execute the work associated with this application.

*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 project or program goals?

*What opportunities and/or challenges may impact achieving these project or program goals?

*Which two or three groups working in Greater Houston doing similar work?

*Voter Registration Activities

As a private foundation, Houston Endowment is subject to specific rules governing voter registration activities and support, as outlined in Internal Revenue Code Section 4945(f) and related regulations. More information can be found at www.irs.gov/charities-non-profits/private-foundations/influencing-elections-and-carrying-on-voter-registration-drives (<http://www.irs.gov/charities-non-profits/private-foundations/influencing-elections-and-carrying-on-voter-registration-drives>) and learnfoundationlaw.org (<http://learnfoundationlaw.org>). Please include whether any project/program activities include funding or conducting voter registration activities [and whether you have a 4945(f) ruling from the IRS]. If none, indicate in the space below.

Project/Program Financial Information

*Upload Project/Program Budget

Lobbying Activities: Internal Revenue Code Sections 501(h), 4945(d)(1) and 4945(e) and related regulations define lobbying as carrying on propaganda, or otherwise attempting to influence legislation. More information can be found at www.irs.gov/charities-non-profits/lobbying and www.learnfoundationlaw.org. **Please include in your project budget a line item for lobbying activities as defined in the Internal Revenue Code, and include the monetary amount designated for such activities or note "0" if the project does not include any such activities. If you do not indicate a lobbying line item and amount, we will assume there are no lobbying costs associated with this project/program 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.

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 project or program's highest contributors and amounts (up to ten).

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

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 [Name]