

# **Houston Foundation Funding Application Process**

## **I. Funding Documentation**

1. Download and complete the Eligibility Questionnaire and Funding Request Form from the Houston Foundation website:

([http://www.houstontx.gov/finance/houston\\_foundation.html](http://www.houstontx.gov/finance/houston_foundation.html)).

2. The following documents must be completed and submitted via email:

**Please include your COVID19 Plan and costs for the project you're submitting.**

- a. Cover letter stating the need and dollar amount requested - Signed by the Executive Director/Board Chairman (not to exceed 1 page)
- b. Eligibility Questionnaire – Exhibit A
- c. Funding Request Form – Exhibit B
- d. Details of the requested funding amount and the total project cost (Note: The board does not fund salaries, rent, insurance, and transportation costs.)
- e. 501(c)3 IRS status determination
- f. Articles of Incorporation/Organization charter
- g. Job description of key staff

## **II. Funding Review Process**

The Funding Review Process is a 2-stage process:

### Stage I: The Initial Stage

During the initial stage, the Houston Foundation Trustees reviews the applications based on the following categories:

- Care of dependent and helpless children;
- Nursing the sick;
- Free bureau for securing employment;
- Humane treatment of children and animals; and
- Bureau for social services

### Stage II: Funding Determination Stage

The trustees will determine whether an organization will move to Stage II. This process may include but not limited to the following:

- Request for additional information; and/or

- Site visit

### **III. Supporting Documentation (if requested)**

1. Most recent financial statement (audited, if possible).
2. Most recent IRS form 990 with Schedule A and Attachments.
3. Current operating budget, planned and actual if available.
4. Organization chart.
5. Printed brochures, annual reports, flyers, if available.

**\*\*\*NOTE\*\*\***

**If your organization was previously awarded, in order to be considered for future funding, the “Report on Funding Award” must be completed and submitted via email to the Houston Foundation one year from the date of receiving a funding award letter. For example: received funding award letter dated November 5, 2018, the Report on Funding Award is on due November 6, 2019.**

**Any organization that submitted a funding request and was not awarded can reapply no sooner than one year from the date of the Board’s decision. For example: received a letter of non-award dated November 12, 2018, you can reapply or resubmit for funding no earlier than November 12, 2019.**

All questions should be directed via email at [HoustonFoundation@houstontx.gov](mailto:HoustonFoundation@houstontx.gov) or call 832.393.9134.