

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).

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

The Initial Stage:

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

Categories for Funding Consideration:

- 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

The Trustees will also determine the following:

- If your organization was previously awarded, was the “**One-Year Report on Funding Award**” submitted timely?;
- Is your organization 501(c)3 and compliant?; and
- Were all the required funding documentation submitted.

Funding Determination Stage:

The trustees will determine if an organization moves to the Funding Determination Stage. This process may include but not limited to the following:

- Review of the need/purpose on the funding application;
- Consideration of the funding amount requested;
- 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.