



## GRANT GUIDELINES

The following guidelines are used by the Spindletop Charities, Inc. Board of Trustees when considering grant applications and funding requests. The deadline for receiving applications is **August 15<sup>th</sup>** of every year. Please contact the Spindletop office at **(713) 939-2394** if you have any questions or concerns regarding the proposal process.

- I. The organization requesting funding must be a registered 501(c)(3) nonprofit. Applications must be accompanied by a copy of the organization's latest tax-exemption letter from the IRS and evidence as to the qualifications as a public charity organization as defined in Section 501(c)(3) of the Internal Revenue Code.
- II. Each application or request must be made in writing and should include the relevant information and/or additional materials indicated in the *Spindletop Grant Application Form*. Please also include a copy of the previous year's Annual Report, if available.
- III. Requests for funds for capital campaigns and/or operational budgets will not be considered. This includes funding of salaries for individuals who oversee or implement fundraising activities.
- IV. Organizations providing direct programming for underserved youth in the Houston area will be given preference when funding is considered, based on our founder's mission to benefit "children in need". However, any organization offering a unique service to the greater community is welcome to apply.



**GRANT APPLICATION DUE AUGUST 14<sup>th</sup>, 2009**

**Date:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Funds Requested:** \_\_\_\_\_

**Funding Area:** \_\_\_\_\_  
(Name of Program)

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*Please complete all areas of the application and provide any supporting documentation requested; feel free to use additional pages if necessary.*

**I. GENERAL**

- A. Brief description of the history and mission of the organization and the scope of current activities:
- B. Brief overview of the geographic area and target population served:
- C. Brief overview of the organization's total operating budget, including:
  - i. Percentage of organization's total revenue from Government sources.
  - ii. Percentage of organization's total revenue from the United Way.
  - iii. Percentage of organization's total revenue committed to directly serving youth and families. (Please provide the latest copy of your organizations 990.)
- D. Brief overview of existing community partnerships and collaborations:



## II. PROPOSAL

- A. Past History with Spindletop:
- B. A statement concerning the need for the specific program or project for which funds are requested:
- C. Brief description of the activities to be included as part of the project and the timetable for their completion:
- D. The proposed method for evaluating the project's effectiveness, including short and long term goals and outcome measures:

## III. HOW DID YOU HEAR ABOUT SPINDLETOP? (Check all that apply.)

- \_\_\_\_\_ Past History of funding
- \_\_\_\_\_ Internet
- \_\_\_\_\_ Referral (Please include the names of your references) \_\_\_\_\_
- \_\_\_\_\_ Other (Please explain) \_\_\_\_\_

## IV. SUPPORT INFORMATION TO BE ENCLOSED

- A. List of Board of Trustees, Officers, or Advisory Directors
- B. Financial Support Information
  - i. Budget breakdown for specific program for which funds are requested
  - ii. List of sources of support already committed to project, or pending
- C. Copy of the applicant's status as an exempt 501(c)(3) organization
- D. If you received funding in the previous year, please include a brief report on the status of the Spindletop funded program or project.

*Please include pictures, brochures, media articles, etc. that you feel will enhance the understanding of the work of your organization provides to the community.*

Spindletop Charities, Inc. requests that all resources of any grant approved are dedicated to accomplishing the organization's philanthropic purposes. Spindletop Charities, Inc. does not require or expect to be recognized with commemorative items such as plaques or awards. However, acknowledgement of support in the form of written correspondence is required.

*Thank you for your interest in Spindletop Charities, Inc.*

Constance A. White  
Executive Director

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