



Charity Guild
OF CATHOLIC WOMEN
Benefitting Houston's children in need

Children's Charities Grant Application Instructions 2017-2018

Thank you for applying for a grant from the Charity Guild of Catholic Women. Our guild helps Houston area charitable organizations that impact the lives of our most vulnerable population. We appreciate the work you do each day and applaud your continued efforts to make a difference in a child's life.

The following guidelines and instructions with the list of **required** attachments will assist you in properly completing the application. The committee will evaluate, without regard to race, religion, gender or ethnicity, all applications completed within the designated application period.

Please contact us at 713-529-0995 or childrenscharity@charityguildshop.org for more information.

Sincerely,
Children's Charities Committee

GUIDELINES

Applying charities must:

- use funds solely for services that benefit children from conception up to the 18th birthday
- be a charity based in the greater Houston area (as defined by the United State Office of Management and Budget).
- have a purpose and mission not in conflict with the teachings of the Catholic Church
- not use the grant for bricks & mortar, sponsor tables, or general management or fund raising salaries
- use 75% or more of total income from all sources for programs and activities directly related to the charitable purposes for which the organization exists as recorded in the organization's 990
- have an active Charity Guild member sponsor.

RESTRICTIONS

- Any qualifying agency may apply for a grant annually with the following restriction: an agency funded for 5 years in a 7-year period will not be eligible to apply for 2 consecutive years after the 5th year of funding.
- Any charity funded since 2013 must have on file with the Guild accountability report(s) on the use of funds for each year it has received a grant 2013-2016.

INSTRUCTIONS

- Submit **two (2) complete sets** of the application and all required attachments.
- Name your Charity Guild member sponsor **only** in the blank on page 1 of application.
- Provide all information on pages 2-3 of the application; mark “N/A” if not applicable.
- Provide a budget for this grant request
- On page 3 of application, in the space provided, include a mission statement; **no attachment.**
 - Describe how the grant request complies with the mission.
- Indicate how volunteers are used, page 3 of the application in the space available.
- Describe the specific use of requested funds on page 4 of application in the space available.
- Enter the **name of the CEO or Executive Director on page 4 of application.**
- Have CEO or Executive Director sign on page 4 of application** verifying that he/she has read and approved the grant request.

DEADLINE

Applications may be mailed or hand delivered to:

Charity Guild of Catholic Women

Attention: Chair of Children’s Charities Committee

1203 Lovett Blvd

Houston, TX 77006

and must be received no later than

June 15, 2017, 3:00 PM

Incomplete or late applications will not be considered for funding.

REQUIRED ATTACHMENTS

- IRS 501 (c)(3) tax determination letter of the organization
- Most recent IRS 990 tax return, including Schedule A and all supporting schedules
- Most recent audited financial report; **or**
- Statement from the Board of Directors signed by CEO with its explanation if no audit is provided
- Current operating budget for the agency
- Budget for this grant
- Financial information about the parent organization and the financial relationship to the designated charity, if applicable.
- List of current donors
- List of current Officers and Board of Directors

NOTIFICATION OF ACTION ON APPLICATIONS

All applicants will receive notification in writing, by the end of November, of the action taken by Charity Guild. The Guild cannot respond favorably to all requests. Do not interpret a decision to decline a request as a negative evaluation of your project or organization.

In consideration of the confidentiality of the Committee's work, neither the Committee Chair nor any other Guild member will be able to discuss the reason(s) for declining a request or provide a critique of a proposal.



**Charity Guild requests that we receive no commemorative items,
invitations to donor appreciation events, or galas and dinners.**