



Children's Charities Grant Application Instructions 2023-2024

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, creed, gender or ethnicity, all applications completed within the designated application period.

Please contact us at 713-529-0995 or childrenscharitieschair@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 U.S. 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 and mortar, sponsor tables, 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 Form 990.
- have an active Charity Guild member sponsor. Sponsor must submit a **Verification of Sponsorship form** to the Charity Guild Shop by **3 PM, Saturday, June 10, 2023**. (Form on website).

RESTRICTIONS

Any qualifying agency may apply for a grant annually with the following restrictions:

- An agency funded for 5 years in a 7-year period will not be eligible to apply again for 2 consecutive years after the 5th year of funding.
- Any charity previously funded must submit a **Use of Funds** report for each year they received a Charity Guild grant.

DEADLINE

Applications may be mailed to:

Charity Guild of Catholic Women
Attention: Chair of Children's Charity Committee
1203 Lovett Blvd.
Houston, TX 77006

Or, hand deliver to the shop Wednesday-Saturday, 10 – 3

Must be received no later than

Thursday, June 15, 2023, 3:00pm

Incomplete or late applications will not be considered for funding.

INSTRUCTIONS

Complete 4 Page Application as follows:

- Name your Charity Guild sponsor **only** in the blank on page 1 of application.
- Complete pages 2-3 of the application; mark "N/A" if not applicable.
- On page 3, in the space provided, include a Mission Statement. Discuss how this Grant request aligns with the mission.
- On page 3, in the space provided, indicate how volunteers are used.
- On page 4, in the space provided, describe the **specific use** of requested funds.
- On page 4, enter the **name of the CEO or Executive Director**
- **Have CEO or Executive Director sign on page 4 of application** verifying that he/she has read and approved the grant request.

REQUIRED ATTACHMENTS

- Submit **two (2) complete sets** of the Application and all required Attachments.
- IRS 501(c)(3) tax determination letter of the organization
- Most recent IRS Form 990, including Schedule A and **all supporting schedules**
- Most recent audited financial statement; **or** unaudited financial statement
- Statement from the Board of Directors, signed by CEO, explaining why no audit is provided
- Current operating budget for the agency
- **Operating budget specific for this grant request (on separate page)**
- Financial information of the parent organization and the financial relationship to the designated charity, if applicable
- List of current donors
- List of current Officers and Board of Director

NOTIFICATION OF ACTION ON APPLICATIONS

All applicants will receive notification in writing, by mid-December, of the action taken by Charity Guild. Unfortunately, the Charity Guild cannot grant all requests. Please 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
nor invitations to donor appreciation events, galas or dinners.**