



Charity Guild OF CATHOLIC WOMEN

Benefitting Houston's children in need

Children's Charities Grant Application Instructions 2024-2025

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 grants@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, Monday, June 17, 2024**. (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:

**CHILDREN'S CHARITIES COMMITTEE
CHARITY GUILD OF CATHOLIC WOMEN
1203 LOVETT BLVD
HOUSTON TX 77006**

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

Must be received no later than

Monday, June 17, 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). See example on following 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

Specific Budget Required – Examples

1. Proposed Operating Budget	2. Expense
Phase 1 – Privacy Liners	
\$1600 Soccer field fence liner (security)	
<u>400 Blacktop fence (security)</u>	Specialist Hourly Rate \$15
\$2000 Total	Hours 40
	Weeks 8
Phase 2 – Entry Gates	Personalized family support 4800
\$3200 Panic Bars added to existing doors	Total Request 4800
800 Access panel updates	
400 RFID Access cards	
<u>3600 Gate improvement</u>	
\$8000 Total	
Total request - \$10,000	

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.**