



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

## Children's Charities Grant Application Instructions 2026 – 2027

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](mailto:grants@charityguildshop.org) for more information, if needed.

Sincerely,  
Children's Charities Committee

### GUIDELINES

Applying charities must:

- Secure your Charity Guild sponsor before beginning your application. Do not assume last year's sponsor is still available. Sponsor must submit **Verification of Sponsorship Form and Checklist** to the Charity Guild Shop (2<sup>nd</sup> floor mailbox) by June 15, 2026.
- Use funds solely for services that benefit children from conception up to the 18<sup>th</sup> 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.

### 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.

## **DEADLINE**

Applications may be mailed to:

CHILDREN'S CHARITIES COMMITTEE  
CHARITY GUILD OF CATHOLIC WOMEN

1203 LOVETT BLVD  
HOUSTON, TEXAS 77006

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

**Must be received no later than  
Monday, June 15, 2026, 3:00pm**

**Incomplete or late applications will not be considered for funding.**

## **INSTRUCTIONS**

### **Complete Application as follows:**

- Complete all pages of the application; mark “N/A” if not applicable.
- In the space provided, include a Mission Statement. Discuss how this Grant request aligns with the mission.
- In the space provided, indicate how volunteers are used.
- In the space provided, describe the **specific use** of requested funds.
- Enter the **name of the CEO or Executive Director**
- **Have the CEO or Executive Director sign the application** verifying that he/she has read and approved the grant request.
- **Provide one stapled copy of this application (no attachments).**

### **REQUIRED ATTACHMENTS**

- Submit **two (2) complete sets** of the Application and all required Attachments, 3-hole punched with tabs and secured in a binder, clearly marked with your organization's name on the spine and on the front cover.

#### **TABS:**

- **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 if unaudited financial statement**, submit **Statement from the Board of Directors**, signed by CEO, explaining why no audit is provided.
- **Current operating budget** for the agency
- **Operating budget specifically 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.	2.
<p><b>Proposed Operating Budget</b></p> <p><b>Phase 1 – Privacy Liners</b></p> <p style="padding-left: 20px;">\$1,600 Soccer field fence liner (security)</p> <p style="padding-left: 20px;"><u>400 Blacktop fence (security)</u></p> <p style="padding-left: 20px;">\$2,000 Total</p> <p><b>Phase 2 – Entry Gates</b></p> <p style="padding-left: 20px;">\$3,200 Panic Bars added to existing doors</p> <p style="padding-left: 40px;">800 Access panel updates</p> <p style="padding-left: 40px;">400 RFID Access cards</p> <p style="padding-left: 20px;"><u>3,600 Gate improvement</u></p> <p style="padding-left: 20px;">\$8,000 Total</p> <p><b>Total request - \$10,000</b></p>	<p><b>Expense</b></p> <p>Specialist Hourly Rate..... \$15</p> <p>Hours ..... 40</p> <p>Weeks ..... 8</p> <p>Personalized family support ..... \$4,800</p> <p><b>Total Request..... \$4,800</b></p>

### 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 providing a critique of a proposal.



**Charity Guild requests that we receive no commemorative items  
nor invitations to donor appreciation events, galas or dinners.**