

HOUSTON JUNIOR FORUM COMMUNITY GRANTS GENERAL INFORMATION

Welcome to the Houston Junior Forum Community Grants (HJF Community Grants) Application site. Highlighted below are guidelines and answers to some questions you may have regarding applying to our organization for a Community Grant. If your concern or question is not addressed below, please feel free to contact us at hjfccommunitygrants@gmail.com.

- Organizations that the Houston Junior Forum currently supports with volunteers (an HJF Service Site) may apply annually for a community grant provided the organization has submitted a completed application, along with supporting documentation by the specified due date.
- If an HJF Service Site is applying for a Community Grant in consecutive years, a Final Report detailing how the previous Grant Award monies were spent should be submitted by the specified deadline.
- Non HJF Service Sites, (organizations that the Houston Junior Forum doesn't have a coordinated volunteer commitment with), may apply for an HJF Community Grant **EVERY OTHER** year by completing the application. A **FINAL REPORT** for any grant award **is required**. (No extensions given). **FINAL REPORT** guidelines are attached to the original application as well as available on our website (click on the Final Report tab).
- A **FINAL REPORT** is **required** of all organizations that receive an HJF Community Grant. Final Report guidelines can be found in this section by clicking on the Final Report tab. (No extensions given).
- A Houston Junior Forum member currently serving on the HJF Community Grants Committee **MAY NOT** write grants nor letters of support for the applying organization.
- If at any time the applying organization's objectives have changed, the organization must notify the HJF Community Grants Committee in writing.
- Requests for reimbursement will **NOT** be accepted.
- All decisions of the HJF Community Grants Committee are final and have received the approval of the HJF Executive Committee.

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