



**HOUSTON JUNIOR FORUM, INC.
Community Grants Application**

Houston Junior Forum Mission Statement:

The Houston Junior Forum is a nonprofit women's organization committed to providing charitable service for children, youth, women and senior adults in the greater Houston area.

Houston Junior Forum Grants Committee Purpose:

The purpose of the Grants Committee is to award grant monies to Houston nonprofit organizations that provide services in line with the mission statement of the Houston Junior Forum.

Grant Guidelines:

- Please submit the Application along with a cover letter by email to hjfccommunitygrants@gmail.com. Please include in the subject line the words, "Grant Application" followed by the name of the applying organization. The requested documentation, and any supporting materials your organization chooses to send, should be sent as an attached document or as JPG or PDF files to the same email address.
- A Final Project/Program Report demonstrating compliance with the terms and conditions attached to the grant should be e-mailed no later than **Friday, March 13, 2020**. **No additional funds** will be considered until/unless the report is submitted. **No extensions shall be granted for Final Report submission.**
- **If at any time the organization's objectives or scope in programs have changed, the organization must notify the Grants Committee in writing prior to expenditure of funds for continued approval of the grant.**
- A site visit by an HJF Community Grants Committee member may be required as part of the application process.
- Applications for the current fiscal year must be submitted no later than **Friday, March 29, 2019**. All decisions of the HJF Community Grants Committee are final and have received approval of the HJF Executive Committee.



Houston Junior Forum, Inc.
Community Grants Application

The following documentation is required along with the Application and cover letter and must be submitted by midnight, **Friday, March 29, 2019.**

Your application will not be considered if all required documentation is not attached:

- A list of the Board Members or Administrators with contact information
- A current budget for the organization/service site
- A project budget
- Additional information related to your grant request that may be helpful to the Committee reviewing your Application
- Letters of support from participating HJF members will be accepted
- Most recent Form 990
- Request for reimbursement will **NOT** be accepted

1. Organization Information

Legal Name of Organization/Service Site:

Employer Identification Number:

Street Address, City and Zip:

Mailing Address, City and Zip:

Name of Primary Organization/Service Site Contact:

Phone:

Fax:

Email:

Website:

Year Organization Established:

Organization's Mission:

Programs/Services provided by your Organization:

Are you an HJF Service Site? Please circle: Yes No

If yes: Number of HJF Volunteers and total hours at your site:



2. Grant Proposal Information	
Total Project/Program Cost:	\$
Amount Requested from HJF Community Grants:	\$
How are you planning to fund this project?	
Funds on hand	\$
Funds pledged	\$
Other committed sources of funding	\$
Specific amounts requested from other sources:	
Time frame for use of grant funds:	
Purpose of grant (how will the funds be used?)	
Summary of project or program:	
Describe the geographic areas and the client populations served by your organization:	
How many people will benefit from this project/program?	
How will these funds further the mission statement of HJF? (see first page of Application)	
Can your organization accept partial funding?	
What consequences to the project/program are anticipated if HJF can only partially meet your grant request?	
It is understood that should grant money be awarded and is not used for the intended purpose stated in this application; all money will be returned to the Houston Junior Forum. This box must be checked. <input type="checkbox"/>	

3. Board Chairman and/or Administrative Information	
Name of Board Chairman/Administrator:	
Mailing Address, City and Zip:	
Phone:	Fax:
Email:	
Names of other Board Members:	



By submitting an HJF Grant Application, your organization (i) certifies that the information contained herein and the attached materials are true and correct to the best of your knowledge, and (ii) agrees to notify the HJF Community Grants Committee immediately in the event requested funding for the item/project is committed or received from another source, or should the item/project change from what is described in the Application.

It is understood that should grant money be awarded and is not used for the intended purpose stated in this application; all money will be returned to the Houston Junior Forum.

Board President/Administrator Signature

Date

Title

Please submit the completed Application with supporting documentation as an attachment document or as a JPG or PDF file, to hjfccommunitygrants@gmail.com. Please include in the subject line the words "Grant Application" followed by the name of the applying organization.

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Houston Junior Forum, Inc. Community Grants
Final Project/Program Report

Complete the following Final Project/Program Report and submit it no later than **FRIDAY, March 13, 2020** with the required financial documentation to comply with the terms and conditions attached to the grant awarded by the HJF Community Grants Committee. **NO EXTENTIONS SHALL BE GRANTED FOR FINAL REPORT SUBMISSION.**

<i>Organization Information</i>
Organization Name:
Organization Tax ID#:
Name of Primary Contact for Grant:
Project/Program Title:
Amount of Grant:
<i>Project/Program Evaluation Report – complete all applicable items.</i>
Project Summary: <i>(100 words max)</i>
Project Objectives: <i>(What did you want to achieve or accomplish? Include timeframe.)</i>
Population: <i>(Who was served or benefited from the project? How many people participated in the project?)</i>
Inputs: <i>(What resources – funding, staff, volunteers, equipment, supplies, materials, etc. were used by or were dedicated to the project/program?)</i>
Methods: <i>(What services were provided? How were these services provided and how often?)</i>

Feedback: *(What worked well? Did you encounter unexpected difficulties? What improvements will you make? How will this influence your organization in the future? What else might be helpful for the HJF Grants Committee to know?)*

Project Future: *(Will this project continue? If yes, what are the future goals for the project and how will you fund it? If no, why not?)*

Community Impact: *(What were the changes or benefits to the people who participated in the project /program? How was the community enhanced by this project? What other effects/impact did the project have at the community level or at a level less than the entire community?)*

Signature of Responsible Board President/Administrator

Title

Date Signed

Please submit the completed Application, with supporting documentation, to hjcommunitygrants@gmail.com.

Please note in the subject field, "Grant Final Report" followed by the name of the organization.

Please include copies of cancelled checks, paid invoices/receipts or other documentation, showing the disbursement of grant funds **specific to this program and dated between June 1, 2019 and March 13, 2020**. as an attached document or as JPG or PDF files. We will not accept copies of ledgers or purchase orders.
