The Houston Project

2017 GRANT ELIGIBILITY AND GENERAL INFORMATION

The Houston Project Committee of St. Luke's United Methodist Church makes grants to not-for-profit charitable organizations with 501(c)(3) tax-exempt status whose work enhances the quality of life in the greater Houston area. The participation of St. Luke's United Methodist Church should make an appreciable difference in a proposed project. The work of the organization and the proposed project should demonstrate Christian values, as well as provide volunteer opportunities for the St. Luke's congregation. The committee will award grants in amounts ranging from $10,000 to $25,000, totaling up to $100,000.

Please note: Our process has changed. Refer to the Procedure and Timeframe section below.

FUNDING POLICIES

The Houston Project Committee funding focus is guided by the following:

- We will fund new programs and ideas that address critical or basic needs in the greater Houston area.
- We will fund the expansion of an existing program if it can be shown that such expansion will enhance the overall impact the program provides to the community.
- We will fund small capital or renovation projects.
- We will fund requests for existing programs that represent a direct pass through of purchased materials and supplies.
- We will fund personnel expenditures only when they are directly associated with new and expanded programs and services and when it can be shown that there is a plan in place to continue that funding in future years.
- We will NOT fund grants to individuals.
- We will NOT fund general overhead and operating expenses; nor will we consider requests for unrestricted funds for capital campaigns.

Organizations may receive a Houston Project grant once every three years. Organizations receiving grants in 2015 may not be considered for funding until 2018. Organizations receiving grants in 2016 may not be considered for funding until 2019.

PROGRAM CRITERIA

The organization and the project for which funds are requested must exhibit:

- A high probability for a successful program.
- Sound financial accountability and program evaluation.
- A qualified staff and responsible Board of Directors.

PROCESS AND TIMEFRAME

- Organizations seeking grants from The Houston Project must submit a Letter of Interest to St. Luke's United Methodist Church by 4:00 p.m. on Friday, April 21, 2017. Incomplete Letters of Interest will not be considered. (Note: This is a 2 page application. No additional documentation should be submitted with the Letter of Interest).
- The Houston Project Committee will review all Letters of Interest between April and May, 2017 and will select agencies for further review.
- All agencies will be notified in writing as to the status of their application. Those agencies selected for further review will receive a Grant Application by Thursday, June 15, 2017.
- Completed Grant Applications and accompanying documentation must be received by St. Luke's by 4:00 p.m. on Thursday, August 31, 2017. Incomplete Grant Applications will not be considered.
- Agencies selected for further review should be prepared for a site visit by the Houston Project Committee in late September or early October. Sufficient time in advance will be given to these agencies. Alternatively, an organization may request to make a presentation to the Committee at St. Luke's Church in early October.
- The Houston Project Committee will meet throughout September/October to review the Grant Applications and will vote on funding in October.
- By November 1, 2017, all applicants will be notified in writing as to the status of their application. If a grant is awarded, a check will be mailed to the agency by December 1, 2017.
- Grant recipients will be recognized during a morning worship service at St. Luke's United Methodist Church in early 2018.

FOLLOW-UP CRITERIA

Grant recipients must submit a written report to the Committee by August 30, 2018 detailing the progress or completion of the project and how the funds were spent as well as attend a brief meeting at St. Luke's Church with the Houston Project Evaluation Team.

Completed Letters of Interest (2 pages only) must be RECEIVED by 4:00 p.m. on Thursday, April 21, 2017. No other documentation is required at this time. Letters of Interest may be hand delivered or mailed. You also must submit your Letter of Interest by email to mdavis@stlukesmethodist.org by Thursday, April 21, 2017.

Mailing Address: Meredith Davis
St. Luke's United Methodist Church
P. O. Box 22013
Houston, Texas 77227-2013
mdavis@stlukesmethodist.org

Delivery Address: 3471 Westheimer
Houston, Texas 77027

The Houston Project Committee regrets that the number of worthy requests far exceeds the funds available. A decision not to fund a request should not reflect on the value of the agency or the project.

Thank you for your interest in partnering to make our community a better place through The Houston Project.