



The Houston Project

2019 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.

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 2017 may not be considered for funding until 2020. Organizations receiving grants in 2018 may not be considered for funding until 2021.

PROGRAM CRITERIA

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

- High probability for a successful program
- Sound financial accountability and program evaluation
- Qualified staff and responsible Board of Directors
- Grant will make appreciable difference to the project
- Program will fulfill a need in the community

PROCESS AND TIMEFRAME

- Organizations seeking grants from The Houston Project must submit a Letter of Interest to St. Luke's United Methodist Church by 3:00 p.m. on Friday, April 26, 2019. 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 of 2019 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 Monday, June 10, 2019.
- Completed Grant Applications and accompanying documentation must be received by St. Luke's by 12:00 p.m. on Friday, August 30, 2019. 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 early to mid-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 UMC in October.
- The Houston Project Committee will meet throughout October to review the Grant Applications and will vote on funding in late October.
- By November 1, 2019, 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 6, 2019.
- Grant recipients will be recognized during a morning worship service at St. Luke's United Methodist Church in January 2020.

FOLLOW-UP CRITERIA

Grant recipients must submit a written report to the Committee by August 31, 2020 detailing the progress or completion of the project and how the funds were spent.

Completed Letters of Interest (2 pages only) must be RECEIVED by 3:00 p.m. on Friday, April 26, 2019. 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 Friday, April 26, 2019.

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.**