

## Latino Giving - Houston 2019 REQUEST FOR PROPOSALS

All materials must **BE RECEIVED** by 5 p.m. Central Standard Time on **Tuesday, May 7, 2019**, to [lgh@ghcf.org](mailto:lgh@ghcf.org).

### **Overview**

The mission of Latino Giving - Houston (LGH) is to encourage philanthropy in the Latino community, to contribute to the community in a strategic and meaningful way and to bring a new source of funding to nonprofit organizations serving the Latino community throughout the Greater Houston area. Our strength lies in our collective giving; by pooling our funds, we make a more effective, powerful impact together than we could through individual contributions. Latino Giving - Houston provides the opportunity to learn about issues, organizations and giving opportunities in the Latino community, and aims to pass on a tradition of philanthropy to a new generation.

In 2019, Latino Giving - Houston will distribute **one grant of \$5,500** to support Latino-focused organizations, projects, and activities throughout the Greater Houston area. Nonprofit, tax-exempt 501(c)(3) organizations (or projects with a fiscal sponsor meeting this designation) are eligible to apply. New and emerging organizations or programs meeting these criteria are welcome to apply. Applicants must meet Latino Giving – Houston’s mission in that the proposed activity or project serves Latinos in the Greater Houston area.

For additional information about Latino Giving - Houston, please go to our website at [www.latinogivinghouston.org](http://www.latinogivinghouston.org).

### **Eligibility**

- Proposed programs must benefit the Latino community.
- Proposed programs must serve individuals in Harris, Fort Bend, Montgomery, Brazoria, Galveston, Liberty, Waller, and/or Chambers counties.
- The organization must either have a 501(c)3 designation or have a fiscal sponsor with a 501(c)3 designation.
- The organization should demonstrate broad-based support from the community.
- The organization should demonstrate organizational fiscal responsibility.
- The organization should demonstrate responsible board governance through 100% board giving and 75% attendance rate.
- The organization should demonstrate that it provides services without discriminating based on gender, sexual orientation, ability, age or religion.

### **Latino Giving – Houston will not award grants for the following:**

- Memorials
- Partisan, political lobbying or legislative activities
- General fund drives or annual appeals
- Fraternal, sectarian and religious organizations where the grant is intended for the principal benefit of the organization’s own members or adherents, or where the grant is intended for inherently religious activities
- Private foundations
- Legal expenses incurred in any action by or against the organization
- Fundraising activities or events

### **Review Process/Timeline**

LGH has a three-part Grant Application process:

- (1) Grant Application: Each organization must submit a completed Grant Application. You will also be asked to submit various supporting documents (see Grant Checklist on page 4). Grant applications must be received by the submission deadline of Tuesday, May 7, 2019 (5:00 p.m. CST) to [lgh@ghcf.org](mailto:lgh@ghcf.org).
- (2) The LGH Grants Committee will review all Grant Applications and select 4 organizations to participate in Round 2, which involves Site Visits.
- (3) Site Visit: Members of LGH will conduct the site visits, which will provide an opportunity for members to meet the people behind the organization requesting funding. Site visits include one-on-one interviews with selected representatives from the organization and generally last two (2) hours and will be scheduled for June/July 2019.
- (4) Annual Meeting: Information about each organization will be sent to all LGH members. At or before the meeting, LGH's members will then vote on the grant recipients, with each member casting one vote and the majority deciding the final grant recipient. The annual meeting will take place in August. Upon completion of the voting process, the grant check will be distributed to one organization by September 2019.

### **Evaluation**

LGH requires that the grant recipient submit an evaluation report upon the expenditure of grant funds. All grant funds should be expended within one year of receipt of the grant or you may be asked to forfeit the remainder. LGH emphasizes the use of evaluation to measure program progress and outcomes, promote learning from experience, improve program performance and encourage our grantees to build effective self-evaluation plans into their projects. Copies of the report form can be found on our website at [www.latinogivinghouston.org](http://www.latinogivinghouston.org).

### **Submission**

Completed Grant Applications may be submitted by:

- (1) Emailing an electronic copy of a complete application plus supporting documents to:  
[lgh@ghcf.org](mailto:lgh@ghcf.org)  
Note: PDF format

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**Latino Giving - Houston  
GRANT APPLICATION CHECKLIST**

All the following documents must be received for the application to be considered complete:

- A completed grant application
- A detailed program budget (if applying for program funding)
- Letters of support (optional; please limit to 3)
- Organization (or fiscal sponsor) must complete a nonprofit profile on DonorHouston
  - For assistance with this task, please contact
    - Eileen Alexander, Greater Houston Community Foundation (GHCF), 713-333-2237 or [ealexander@ghcf.org](mailto:ealexander@ghcf.org)
  - To avoid any delay, please contact GHCF *at least one month in advance* of the grant application deadline
  - Profiles must have been updated within the past 12 months from *Tuesday, May 7, 2019*
  - The following information is required for the DonorHouston profile:
    - Current contact information, including a correct phone and email address
    - EIN (also known as a Tax ID Number)
    - IRS Determination Letter (501c3 letter)
    - Mission Statement
    - Board Chair and Board Members
    - Financial Information
      - Financial projections for your current fiscal year
      - Three consecutive years of your IRS Form 990/990-EZ/990-N Postcard. If you have been in operation for less than three years, please provide the documents for all years you have been in operation
      - Three consecutive years of audited financials/reviews/compilations. If your organization does not have this due to the budget or the size of your organization, that's okay, but we must know so we can add this information to the financial comments

*\*\*If the organization is applying through a fiscal sponsor, the fiscal sponsor must provide the following:*

- A letter of commitment from the fiscal sponsor
- Fiscal sponsors **must complete** a nonprofit profile on DonorHouston