

HWF Grant Request -New Applicant

The Henderson-Wessendorff Foundation

Project Name*

This Project Name will change after you submit. Once the change is made, please do not edit this field.

Character Limit: 250

The organization is seeking grant funds . . .*

Character Limit: 250

Amount requested from The Henderson-Wessendorff Foundation:*

Character Limit: 20

REQUEST CODING*

Options listed below are used for internal classification purposes and do not represent the Foundation's areas of focus for grants. Please visit www.hw-foundation.com for the Foundation's grant guidelines.

Target Population

Choose the best option.

Character Limit: 100

Choices

Abuse/Neglect Victims
Developmentally Disabled
Disaster Victims Economically
Challenged General
Population Health
Conditions/Illnesses Homeless
Mental Health Physically
Challenged Substance Abuse
Victims
Unemployed/Underemployed
Other

Program Area*

Choose the best option.

Choices

Animals Community
Development

Education Employment
Environment Food, Agriculture
& Nutrition Government Health
& Wellness Housing Human
Services Legal Public Safety
Recreation & Sports Religion
Science & Technology Social
Science, Culture & Humanities
Other

Geographic Area*

Choose the best option.

Choices

Richmond
Rosenberg Fort
Bend County
Greater Houston
Blanco Area
Texas Other

Funding Type*

Choose the best option.

Choices

Construction Equipment Land
Acquisition Operating Support
Program Development/Support
Research
Scholarships/Endowments
Other

Age Group*

Choose the best option.

Choices

Infants to Preschool (under 5
years) Children & Youth (0-19
years) K-12 (5-19 years)
Adolescents (13-19 years) Adults

Senior Citizens
All Ages

REQUEST INFORMATION

Upload a one page cover letter on organization letterhead.*

This letter should be signed by the Executive Director and Board Chair, and include the following:

- Acknowledgment of the request and endorsement of it as a priority
- Specific amount of the request
- Overall plans for the coming year
- Name, title, phone numbers and email address of the Executive Director
- Name, title, phone numbers and email address of the Board Chair
- Name, title, phone numbers and email address for the person with whom the Foundation is to communicate about this request

File Size Limit: 4 MB

Describe the issue/need to be addressed.*

Character Limit: 3000

Is this a new, existing or expansion of an existing project or program?*

Choices

new existing
expansion of existing

If existing, provide a history of the program including annual expenditures for the past 3 years.

Character Limit: 1000

Why is the organization qualified to undertake the stated grant activities?*

Character Limit: 3000

Are there other organizations in the area addressing the same issue/need?*

If so, indicate how the organization or proposal differs in scope or approach.

Character Limit: 3000

Anticipated time frame for use of grant funds.*

Character Limit: 100

Total project, program or operating cost:*

Character Limit: 20

Upload a detailed budget for the project, program, or organization.*

File Size Limit: 3 MB

Amount of funds received to date in support of the project, program or operations:*

Character Limit: 20

List funding requests which remain outstanding:*

Character Limit: 500

Provide a description of the work plan for use of grant funds to accomplish the grant's purpose.*

Character Limit: 3000

Who will the organization collaborate with for this specific project, program or operations?*

Include entities, facilities, partnerships, etc.

Character Limit: 1000

What methods will be used to measure the progress of the project, program or operations?*

Character Limit: 1000

What short and long-term outputs or outcomes will be achieved?*

Include how many constituents will be served.

Character Limit: 1000

What milestones are expected?*

Character Limit: 1000

Describe any potential challenges and opportunities related to this request.*

Character Limit: 1000

How will the project, program or operations be supported after the grant period?*

Include information about the organization's fundraising efforts and annual events.

Character Limit: 1000

ORGANIZATION AND BOARD INFORMATION

Year Established*

Character Limit: 4

Mission Statement*

Character Limit: 300

Provide a brief history of the organization.*

Character Limit: 3000

Describe the work of the organization.*

Include geographic area, population served, and a list of programs with brief descriptions.

Character Limit: 3000

List all entities with which the organization has ongoing collaborations:*

Character Limit: 500

Upload an organization chart.

File Size Limit: 2 MB

Describe upcoming leadership changes or changes which occurred during the past two years.*

Character Limit: 1000

How are the organization's programs and services marketed to the community?*

Include marketing to constituents it serves, other nonprofits, schools, organizations, etc.

Character Limit: 500

Does the organization have a strategic plan in place?

If so, how often is it reviewed and when was it last updated?

Character Limit: 500

Upload a list of the organization's current board members.*

Include their company and community affiliations, number of years served and contact information.

File Size Limit: 2 MB

Frequency of board and committee meetings and board term limits established in the by-laws*

i.e. term length, consecutive terms

Character Limit: 500

Describe how board members support the work of the organization outside of board meetings.*

Include a description of the method used to document their volunteer hours.

Character Limit: 1000

% of board members who contribute personally to the organization:*

Character Limit: 3

% of board members who provide corporate contributions to the organization*

Character Limit: 3

Which of the following are reviewed by the board?

Choices

Organization's Budget

Financials Form 990

Annual Audit Grant

Awards Grant

Declinations All of the

above None of the

above

INTERNAL REVENUE STATUS

List all names the organization has operated under since inception:*

Character Limit: 500

Explain any changes in the exempt status or purpose of the organization since inception.*

Character Limit: 1000

FINANCIAL INFORMATION

Fiscal Year End Date*

Character Limit: 10

Total Revenues from the current year's operating budget:*

Character Limit: 20

Total Expenses from the current year's operating budget:*

Character Limit: 20

Total Revenues from the previous year's operating budget:*

Character Limit: 20

Total Expenses from the previous year's operating budget:*

Character Limit: 20

Breakdown of the current operating budget:

% spent on fundraising*

Character Limit: 3

% spent on programs*

Character Limit: 3

% spent on administrative expenses*

Character Limit: 3

Breakdown of revenue from the current operating budget:*

Choose the top three for your organization.

Choices

- Churches Civic Clubs
- Corporate Donors
- Endowment/Interest Fees
- for Services/Products
- Government Contracts
- Government Grants
- Individual Donors Private
- Foundations Special
- Events United Way Other

Upload the organization's most recent, board approved, budget.*

File Size Limit: 4 MB

Upload the organization's previous budget.*

File Size Limit: 2 MB

Does the board have a reserve policy?*

If so, provide a description and the current reserved amount.

Character Limit: 1000

Does the organization have an endowment fund?*

If so, what is the current amount and what percentage is available annually for expenditure?

Character Limit: 1000

Upload the most recent audited financial statements.*

If statements are not audited, an internally prepared statement of financial position and balance sheet marked unaudited is acceptable.

File Size Limit: 4 MB

Does the organization file an IRS Form 990?*

If so, the Form 990 will be reviewed through online sources and you will be contacted if additional information is needed.

Choices

Yes

No

ADDITIONAL DOCUMENTATION

Upload additional documents important to this request. (optional)

File Size Limit: 2 MB

Upload additional documents important to this request. (optional)

File Size Limit: 2 MB