

# HWF Grant Request - Previous Grantee

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*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](http://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

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### 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 brief history of the program.

*Character Limit: 1000*

### 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*

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## **ORGANIZATION AND BOARD INFORMATION**

**Mission Statement\***

*Character Limit: 300*

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

*Character Limit: 1000*

**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*

## **INTERNAL REVENUE STATUS**

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**Has the name of the organization changed in the past five years? If so, explain.\***

*Character Limit: 500*

**Has the exempt status or purpose of the organization changed in the past five years? If so, explain.\***

*Character Limit: 1000*

## **FINANCIAL INFORMATION**

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**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*

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**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*