

# HWF Grant Request - New Applicant

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*The Henderson-Wessendorff Foundation*

**The organization is seeking grant funds . . . \***

*Character Limit: 250*

**Amount requested from The Henderson-Wessendorff Foundation: \***

*Character Limit: 20*

**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 total cost of the project, program or operations: \***

*Character Limit: 20*

**List outstanding funding requests related to this project, program, or operations: \***

*Character Limit: 500*

## **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.

#### **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  
Veterans  
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**

Blanco Area  
Fort Bend County  
Greater Houston  
Richmond  
Richmond and Rosenberg  
Rosenberg  
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 and purpose for use of funds
- 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: 2 MB*

### Describe the issue/need to be addressed.\*

*Character Limit: 3000*

### Provide a history of the program. If new or requesting operational support, type NA.

*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*

### Describe the plan for using grant funds including a timeline, if applicable.\*

*Character Limit: 3000*

**Which organizations will help to accomplish the purpose of this grant?\***

Include entities, facilities, partnerships, etc.

*Character Limit: 1000*

**How will you measure the progress, and what short and long-term results do you expect to achieve?**

*Character Limit: 2000*

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

*Character Limit: 1000*

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**ORGANIZATION AND BOARD INFORMATION**

**Mission Statement\***

*Character Limit: 300*

**Provide a history of the organization including the year established.\***

*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*

**Which partners help to accomplish the organization's mission?\***

*Character Limit: 500*

**Upload an organizational chart.**

*File Size Limit: 2 MB*

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

*Character Limit: 1000*

**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, and number of years served.

*File Size Limit: 2 MB*

**How often does the organization's board meet and what are the term limits?\***

i.e. term length, consecutive terms

*Character Limit: 500*

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

*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

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**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*

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**FINANCIAL INFORMATION**

**Fiscal Year End Date\***

*Character Limit: 10*

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

*File Size Limit: 2 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 organization's audited financial statements for the previous fiscal year.\***

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: 3 MB*

**Upload additional documents important to this request. (optional)**

*File Size Limit: 3 MB*

**Upload additional documents important to this request. (optional)**

*File Size Limit: 2 MB*