

New Applicant

The Henderson-Wessendorff Foundation

REQUEST INFORMATION

You may find answers to Frequently Asked Questions on our Grants web page at <https://hw-foundation.com/grants/>.

Project name:*

Character Limit: 250

Proposed purpose:*

Character Limit: 250

Amount requested:*

Character Limit: 20

Total project, program or operating cost:*

Character Limit: 20

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

Upload a detailed budget for the amount requested.*

If requesting operating support, upload the organization's budget.

File Size Limit: 6 MB

When do you plan to use these grant funds?*

Character Limit: 100

What needs have been identified, and how will the requested funds be used to address these needs?*

Include geographic area and numbers to be served.

Character Limit: 4000

Which organizations will help to accomplish your plan?*

Include entities, facilities, partnerships, etc.

Character Limit: 1000

Are there other organizations addressing the same need?*

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

Character Limit: 3000

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.

Choices

- Abuse/Neglect Victims
- Behavioral/Mental Health
- Disaster Victims
- Economically Challenged
- General Population
- Homeless
- Intellectually/Developmentally Disabled
- Physical Health Conditions/Illnesses
- Physically Disabled
- 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 Benefit
- 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

ORGANIZATION AND BOARD INFORMATION

Mission statement:*

Character Limit: 300

Provide a brief history and describe the current work of the organization.*

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

Character Limit: 4000

Upload the organization's strategic plan.

File Size Limit: 4 MB

Upload an organizational chart.

File Size Limit: 2 MB

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

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

Character Limit: 1000

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

Character Limit: 1000

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:

- 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
- Name, title, phone numbers and email address for the person who is authorized to execute an electronic Grant Agreement, if a grant is approved

File Size Limit: 2 MB

FINANCIAL INFORMATION

Fiscal year end date:*

Character Limit: 10

Upload the organization's current, board approved, budget.*

File Size Limit: 4 MB

Upload the organization's previous budget.*

File Size Limit: 4 MB

Upload the organization's most recent reviewed, compiled, or audited financial statements.

File Size Limit: 6 MB

Upload the organization's internal financial statements for the previous fiscal year.*

File Size Limit: 6 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

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: 6 MB

Upload additional documents important to this request. (optional)

File Size Limit: 6 MB

Upload additional documents important to this request. (optional)

File Size Limit: 6 MB

Application - HWF Staff Notes

Character Limit: 10000

Board meeting date for consideration:

Enter 7/12/1972 if not going to the Board

Character Limit: 10

FEEDBACK

What feedback would you give to the Foundation about our grantmaking process or system?

Responses to this question will not affect future grant decisions for your organization. We truly wish to improve and streamline our process where possible.

Character Limit: 10000

Clicking submit will notify the Grants Officer of your request. Please do not send an additional email. The Grants Officer will begin the review process and will contact you within the next one to two months.

INTERNAL USE ONLY

REQUEST CODING

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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

What needs have been identified, and how will the requested funds be used to address these needs?

Character Limit: 4000

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

Character Limit: 1000

List all names the organization has operated under since inception:

Character Limit: 500

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

% of board members who provide corporate contributions to the organization

Character Limit: 3

% of board members who contribute personally to the organization:

Character Limit: 3

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

i.e. term length, consecutive terms

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

Which partners help to accomplish the organization's mission?

Character Limit: 500

Describe the work of the organization.

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

Character Limit: 3000

Describe any potential challenges and opportunities related to this request.

Character Limit: 1000

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

Character Limit: 3000

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

Character Limit: 3000

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

% spent on administrative expenses

Character Limit: 3

% spent on fundraising

Character Limit: 3

% spent on programs

Character Limit: 3

Total Revenues 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 current year's operating budget:

Character Limit: 20

Total Expenses from the previous year's operating budget:

Character Limit: 20

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

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

What milestones are expected?

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

Character Limit: 1000

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

Character Limit: 3000

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

Choices

new

existing

expansion of existing

% from other

enter % and source

Character Limit: 100

% from United Way

Character Limit: 3

% from special events

Character Limit: 3

% from private foundations

Character Limit: 3

% from individual donors

Character Limit: 3

% from government grants

Character Limit: 3

% from government contracts*Character Limit: 3***% from fees for services/products***Character Limit: 3***% from endowment/interest***Character Limit: 3***% from corporate donors***Character Limit: 3***% from civic clubs***Character Limit: 3***% from churches***Character Limit: 3***Does the organization have a Conflict of Interest Policy for board members and employees?**

If so, are annual disclosures received and is the policy monitored and enforced?

*Character Limit: 500****Internal Not Used EXECUTIVE DIRECTOR ACKNOWLEDGMENT***

If you **are** the Executive Director, skip to the *Organization and Board Information* section.

If you **are not** the Executive Director, enter the email address of the Executive Director, copy the text below, click *Compose Email*, and paste this text in the Body of the email with the subject line *Action Required*.

Body Text to Copy: Please look for a separate email with instructions to acknowledge the request to The Henderson-Wessendorff Foundation.

Character Limit: 254

Your organization is requesting a grant from The Henderson-Wessendorff Foundation. To acknowledge this request, enter the requested amount and proposed use of funds.

 Requested Amount:*Character Limit: 20*** Proposed Use of Funds:***Character Limit: 250*

Authorized Individual

If the request is approved, an Authorized Individual will need to be a user in our online grants system to electronically sign grant agreements. If the Authorized Individual is not already an established user, we will create their user account and send log on instructions to their email address.

Are you authorized to execute a grant agreement on behalf of your organization?

Choices

Yes

No



If you are not, type the name, title, phone number, and email address of the individual who is authorized to execute a grant agreement.

Character Limit: 500

Your Signature

First and Last Name:

Character Limit: 50



Your Title:

Character Limit: 50



Your Email Address:

Character Limit: 254



Date:

Character Limit: 10