



*Charity Guild*  
**OF CATHOLIC WOMEN**  
*Benefitting Houston's children in need*

## Children's Charities Grant Application Instructions 2020-2021

Thank you for applying for a grant from the Charity Guild of Catholic Women. Our guild helps Houston area charitable organizations that impact the lives of our most vulnerable population. We appreciate the work you do each day and applaud your continued efforts to make a difference in a child's life.

The following guidelines and instructions with the list of **required** attachments will assist you in properly completing the application. The committee will evaluate, without regard to race, religion, gender or ethnicity, all applications completed within the designated application period.

Our shop is currently closed due to the coronavirus pandemic and no one is answering the phones. Therefore, please contact us at [childrenscharitieschair@charityguildshop.org](mailto:childrenscharitieschair@charityguildshop.org) for more information.

Sincerely,  
Children's Charities Committee

### GUIDELINES

Applying charities must:

- use funds solely for services that benefit children from conception up to the 18<sup>th</sup> birthday.
- be a charity based in the greater Houston area (as defined by the U.S. Office of Management and Budget).
- have a purpose and mission not in conflict with the teachings of the Catholic Church.
- not use the grant for bricks and mortar, sponsor tables, general management or fund raising salaries.
- use 75% or more of total income from all sources for programs and activities directly related to the charitable purposes for which the organization exists as recorded in the organization's Form 990.
- have an active Charity Guild member sponsor. Sponsor must submit a **Verification of Sponsorship form** to the Charity Guild Shop by **3 PM, Friday, June 12, 2020**. (Form on website).

## RESTRICTIONS

- Any qualifying agency may apply for a grant annually with the following restriction: an agency funded for 5 years in a 7-year period will not be eligible to apply for 2 consecutive years after the 5th year of funding.
- Any charity previously funded must have on file with the Guild a **Use of Funds** report for each year the charity has received a grant from the Charity Guild.

## INSTRUCTIONS

- Submit **two (2) complete sets** of the application and all required attachments.
- Name the Charity Guild member sponsor **only** in the blank on page 1 of application. Provide all information on pages 2-3 of the application; mark “N/A” if not applicable.
- On page 3, in the space provided, include a mission statement and discuss how the request aligns with the mission. **No attachment.**
- On page 3, in the space provided, indicate how volunteers are used.
- On page 4, in the space provided, describe the specific use of requested funds. **If unable to use fillable box, please attach a separate sheet with description.** Be certain the text attached is single spaced and will fit into the allotted section on Page 4 of the application.
- Enter the **name of the CEO or Executive Director on page 4 of application.**
- **Have CEO or Executive Director sign on page 4 of application** verifying that he/she has read and approved the grant request.
- **Provide a separate budget for this grant request.**

## REQUIRED ATTACHMENTS

- IRS 501(c)(3) tax determination letter of the organization
- Most recent IRS Form 990, including Schedule A and **all supporting schedules**
- Most recent audited financial statement; **or** unaudited financial statement
- Statement from the Board of Directors signed by CEO explaining why no audit is provided
- Current operating budget for the agency
- **Separate budget page for this grant request**
- Financial information of the parent organization and the financial relationship to the designated charity, if applicable
- List of current donors
- List of current Officers and Board of Director

**DEADLINE**

Applications may be **mailed** to:

Ellen Goodrich  
Chair of Children's Charities Committee  
P.O. Box 55469  
Houston, TX. 77255

**and must be received no later than**

**Monday, June 15, 2020, 3:00 PM**

**Incomplete or late applications will not be considered for funding.**

## **NOTIFICATION OF ACTION ON APPLICATIONS**

All applicants will receive notification in writing, by mid-December, of the action taken by Charity Guild. Unfortunately, the Charity Guild cannot grant all requests. Do not interpret a decision to decline a request as a negative evaluation of your project or organization.

In consideration of the confidentiality of the Committee's work, neither the Committee Chair nor any other Guild member will be able to discuss the reason(s) for declining a request or provide a critique of a proposal.



**Charity Guild requests that we receive no commemorative items  
nor invitations to donor appreciation events, galas or dinners.**