

JOHN STEVEN KELLETT FOUNDATION GRANT APPLICATION *[Revised 10/27/2018]*

Please route all communication to grants@kellettfoundation.org

IMPORTANT NOTICE: Grant Applications must be submitted electronically, including all attachments as Microsoft Word or PDF.

GRANT MAKING SCHEDULE

This grant cycle will be the final round for applications to the Foundation.

**All applications must be received before February 28, 2019.
There is no guarantee that funds will be disbursed before May 1, 2019.**

The Foundation will consider proposals for up to three years of funding.

GRANT APPLICATION INSTRUCTIONS

This packet specifies all the information you will need to submit in your Grant Application to the John Steven Kellett Foundation. Included are information about the Foundation, Summary Sheet and Proposal Guidelines. Please submit:

1. Summary Sheet
2. Proposal, on your organization's letterhead if you have one, prepared in accordance with these Guidelines, including all requested budget and income information.
3. Latest IRS Form 990 (tax return) for your organization. If you do not file a Form 990, budget and income statements for the current and prior years must be included.
4. IRS 501(c)(3) determination letter (proof of nonprofit status). If your organization does not have 501(c)(3) status and is sheltering under another 501(c)(3), your application must include a letter from that organization on their letterhead and a copy of their IRS determination letter.

Applications should be emailed. Do not mail physical copies to us. In the course of our review, we may ask for supplementary information, or to make a visit to your offices or facilities.

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GENERAL INFORMATION

The mission of the John Steven Kellett Foundation, a private non-profit 501(c)(3) Texas corporation founded in 1992, is to provide funds, through other non-profit 501(c)(3) organizations serving Greater Houston, for worthy causes related to education about, gaining equal rights for, and elimination of discrimination against: gay, lesbian, bisexual or transgender people in issues of minority sexual orientation or gender identity or expression. The Foundation prefers to help organizations or activities that, because of the nature of their work or constituencies, do not receive support from traditional funding sources.

PROPOSAL GUIDELINES

We invite applications of up to \$100,000 or 10% of your organization's annual operating budget, whichever is greater. A wide array of funding requests are welcome, including: operating costs, brick and mortar projects, and naming opportunities. Special consideration will be given to applications that demonstrate potential for a lasting contribution to LGBT+ equality in the Greater Houston area (Harris and contiguous counties). Applicants may request up to three years of support with annual payments, contingent on proper execution, Foundation recognition, and grant reporting.

It is expected that events and projects funded by the Foundation will have this support acknowledged in announcements or other publicity pertaining to such events or projects. Grantees should expect to report back to the Foundation on the results of grants awarded. Grantees who do not report back may risk eligibility for future funding. Reporting expectations will be communicated at the time of any award.

SUMMARY SHEET

Included in this packet is a Summary Sheet which requests budget information and a brief description of your organization and your funding request. Each section must be filled in. Do not indicate "See Attached", referring to the Proposal itself; the requested information MUST be shown in the space provided. Do not exceed answer word limits. If the fiscal year for which you keep your statistics does not coincide with the calendar year, give figures for your most recent complete fiscal year. Any proposal not including a Summary Sheet or missing the other information requested will not be considered.

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PROPOSAL

Please include the following information:

ORGANIZATIONAL DATA:

- History and description of your organization.
- Members of your Board and any Advisory Board, and their affiliations.
- Description of paid staff and how it is organized and supervised.
- Number of active volunteers and a description of how they are organized, trained and supervised.
- A description of your community and how your organization serves it.

INFORMATION ON PROJECT/PROGRAM FOR WHICH FUNDS ARE REQUESTED:

- Description
- Purpose and need it will fulfill
- Project timeline
- Required staff/volunteers
- Evaluation procedures to be used for each reporting stage

FINANCIAL INFORMATION:

- **Operating budget and financial statements for your organization:**
Actual financial statement for prior fiscal year
Budget and financial statement for current fiscal year
Proposed budget for next fiscal year.
- **Current balance sheet**
Include cash balance and list of outstanding debts for your organization, e.g., mortgages, loans, unpaid withholding taxes.
- **Proposed project/program budget and income statement:**
This document is specific to the project for which you are requesting funds.
 - Project budgets should include such items as: personnel costs, utilities, rent or mortgage payments, supplies, equipment, start-up costs.
 - In-kind commitments should be listed separately.
 - Project income statements should list each source of financial support, with major sources like foundations and government agencies listed separately. For each funding source, the amount, status (received, committed, requested, projected) and pertinent dates should be shown.
 - See sample project budget and income statements next page.

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BUDGET (sample):

<u>Expense</u>	<u>Amount</u>
Salaries	\$20,000
Rent	\$5,000
Phone	\$1,200
Printing	\$400
Travel	\$2,000
Total	\$28,600

INCOME STATEMENT (sample):

<u>Source</u>	<u>Amount</u>	<u>Status</u>
ABC Corp.	\$10,000	Received 6/07
XYZ Foundation	\$2,000	Decision due 8/07
TX state grant	\$18,000	Awarded \$1,500/month starting 1/08
Total	\$30,000	

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SUMMARY SHEET
(Every item must be completed)

NAME OF ORGANIZATION:
ADDRESS:
CONTACT PERSON:
TITLE:
PHONE:
EMAIL:

DATE APPLICATION SUBMITTED:

BUDGET INFORMATION: (PLEASE SEE INSTRUCTIONS)

CURRENT YEAR ORGANIZATION BUDGET: \$ _____

PRIOR YEAR ORGANIZATION BUDGET: \$ _____

PROGRAM/PROJECT BUDGET: \$ _____

AMOUNT REQUESTED FROM JSKF: \$ _____

DATE THIS FUNDING IS DESIRED: _____

TELL US WHAT YOUR ORGANIZATION DOES (100 words maximum)

DATE ORGANIZATION WAS FOUNDED _____

IS YOUR ORGANIZATION A PART OF A LARGER AGENCY? _____

IF SO, WHAT IS THAT AGENCY? _____

HOW MANY STAFF POSITIONS DOES YOUR ORGANIZATION HAVE? _____

HOW MANY VOLUNTEERS DOES YOUR ORGANIZATION HAVE? _____

**HOW MANY VOLUNTEER HOURS PER YEAR DOES YOUR ORGANIZATION
RECEIVE? _____**

**PURPOSE OF REQUEST (program, project, publication, operating support,
etc.; 250 word maximum)**