



## 2024 GRANT ELIGIBILITY AND GENERAL INFORMATION

Since 1977, The Houston Project Committee of St. Luke's United Methodist Church has granted funds to not-for-profit charitable organizations with 501(c)(3) tax-exempt status whose work enhances the quality of life in the greater Houston area. The participation of St. Luke's United Methodist Church should make an appreciable difference in a proposed project. The work of the organization and the proposed project should demonstrate Christian values. The committee will award grants in amounts ranging from \$10,000 to \$25,000. A total of \$100,000 in grant money will be distributed during the 2024 grant cycle.

## FUNDING POLICIES

The Houston Project Committee funding focus is guided by the following:

- We will fund new programs and ideas that address critical or basic needs in the greater Houston area. The committee will place higher value on programming/projects that:
  - empower recipients through employment, lending, training and/or investing.
  - Limit one-way giving to emergency situations.
  - Listen closely to recipients you seek to help and preferably include the community in the decision-making process.
- We will fund the expansion of an existing program if it can be shown that such expansion will enhance the overall impact the program provides to the community.
- We will fund small capital or renovation projects.
- We will fund requests for existing programs that represent a direct pass through of purchased materials and supplies.
- We will fund personnel expenditures only when they are directly associated with new and expanded programs and services and when it can be shown that there is a plan in place to continue that funding in future years.
- We will NOT fund programming/projects that create dependency deception, or disempowerment. The committee will place lower value on programming/projects that:
  - consider funding the maintenance of general overhead and operating expenses.
  - are for unrestricted funds for capital campaigns.
  - fund grants to individuals.
  - create dependency, deception or disempowerment.

Organizations may receive a Houston Project grant once every three years. Organizations receiving grants in 2022 may not be considered for funding until 2025. Organizations receiving grants in 2023 may not be considered for funding until 2026.

## PROGRAM CRITERIA

The organization and the project for which funds are requested must exhibit:

- High probability for a successful program.
- Sound financial accountability and program evaluation.
- Qualified staff and responsible Board of Directors.
- Grant will make appreciable difference to the project.
- Program will fulfill a need in the community.

## PROCESS AND TIMEFRAME

Organizations seeking grants from The Houston Project must submit a Letter of Interest to St. Luke's United Methodist Church by **4:00 p.m. on Friday, April 19, 2024**. Incomplete Letters of Interest will not be considered. (Note: This is a 2-page application. No additional documentation should be submitted with the Letter of Interest).

- Original Letters of Interest (2 pages only) must be emailed to [cautry@stlukemethodist.org](mailto:cautry@stlukemethodist.org) in PDF format by the date and time indicated above. Please "Request a Read Receipt" to confirm the submission of the LOI.
- The Houston Project Committee will review all Letters of Interest in May 2024 and will select LOIs for further review. Agencies will be notified in writing as to the status of their application. Those agencies selected for further review will receive a Grant Application by Monday, June 10, 2024.

## FINAL GRANT APPLICATION PROCESS (if selected)

- Final Grant Applications and accompanying documentation must be submitted to St. Luke's UMC by 4:00 p.m. on Friday, August 23, 2024. Incomplete grant applications will not be considered.
- Agencies selected for further review should be prepared to present to the committee at St. Luke's UMC on October 16, 2024. Alternatively, an organization may request to host the Project Houston Committee at their agency for 30-minutes on October 18, 2024. Sufficient time will be given in advance to coordinate these visits.
- The Houston Project Committee will meet throughout October to review the Grant Applications and will vote on funding in late October.
- By Friday, November 1, 2024, all applicants will be notified in writing of the status of their application. If a grant is awarded, a check will be mailed to the organization by December 1, 2024.
- Grant recipients will be recognized during morning worship services at St. Luke's UMC in January 2025.
- Grant recipients will be asked to submit a written report to the Committee by September 1, 2025, detailing the progress or completion of the project.

**The Houston Project Committee regrets that the number of worthy requests far exceeds the funds available. A decision not to fund a request should not reflect on the value of the agency or the project. Thank you for your interest in partnering to make our community a better place through The Houston Project.**