2019 Community Building Grants
Request for Proposals

WHAT IS A COMMUNITY?
A community is a collection of neighborhoods, schools, churches, civic clubs, ball teams, PTOs, PTAs, scout troops and all those diverse groups that play an important role in making this a better place in which to live.

Community-building is a vital part of the mission of the United Way of Greater Houston. To support this important work, the United Way has created a fund that is available to community groups for innovative health and human service projects. Grants from $1,000 to $10,000 provide funding for short-term projects or one-time expenses that will have a positive impact in the community.

WHAT KINDS OF PROJECTS QUALIFY?
A strong candidate for a Community Building Grant award:

1) serves a health, community, and/or human service purpose;
2) is a one-time purchase or short-term project;
3) generates community interest and volunteer participation;
4) leaves a lasting, positive impact on the community.

Examples of projects may include: refurbishing a playground, cleaning up a dilapidated lot, painting a community center, constructing a ramp to allow wheelchair accessibility, or creating a public art project. More details will be provided at the mandatory Funding Conference (please see dates on the next page).

WHAT KINDS OF GROUPS CAN APPLY FOR THIS FUNDING?
Eligible groups must be nonprofit organizations that have been in existence for at least two years and provide services in Harris, Fort Bend, Montgomery, or Waller Counties. This may include: neighborhood organizations, civic groups, environmental groups, scouting troops, schools, churches, fraternal organizations, arts groups, clubs, volunteer initiatives, membership organizations, and other similar groups. All applicants must provide proof of nonprofit status AND IRS Form 990 Income Tax Return indicating the organization is compliant with tax requirements. The 990 must have been filed within the last three years.

WHAT TYPES OF REQUESTS ARE NOT APPROPRIATE?
These funds are not designed to support ongoing social service program expenses, sponsor annual events, or fund capital campaigns. Examples of inappropriate funding requests include operating expenses, salaries, and consulting fees. Individuals are NOT eligible to apply for the grant.

FOR SPECIFIC QUESTIONS AND MORE INFORMATION:
Please email communitybuildinggrants@unitedwayhouston.org. For a list of previous grant recipients, visit our website, www.unitedwayhouston.org. To download a copy of the application questions, click on Nonprofit Connection and choose Grant Opportunities from the drop-down menu.
United Way Community Building Grants

2019 Application Guidelines and Requirements

Application Guidelines

1. Interested organization must view the Community Building Grants Webinar to be considered for funding. During the webinar, organizations will learn about the grant, the funding process, and how to navigate the online portal used for application submissions. "NOTE: The webinar is free and open to the public; no registration required. A link to the webinar will be posted to United Way’s website and will only be available for viewing on designated viewing dates.

2. All the following information must be completed and submitted by the application deadline:
   
   A. IRS 501(c)(3) designation letter and the most recently completed IRS Form 990 Income Tax Return (filed within the last 3 years) must be uploaded onto e-CImpact.

   B. Application Form: All questions must be completed online through e-CImpact, our online portal used for funding requests. We will not accept hard copies of the application or uploads of the application. All applications must be electronically signed and submitted via e-CIMPACT.

   To download a copy of the application questions, click on Non-Profit Connection and choose Grant Opportunities from the drop-down menu.

   C. Project Budget: A budget estimate that relates clearly to the project outlined in your narrative. Items you wish to purchase with Community Building Grant funds costing $500 or more must include a price quote. Be specific and itemize the following:
      (1) Revenue (all associated donations, i.e. cash and in-kind);
      (2) Expenses (all items with associated costs); indicate which expenses will be paid for with United Way funding.

   D. Signed Anti-Terrorism Compliance Measures form uploaded onto e-CImpact.

   E. Signed Application Submission Page form uploaded onto e-CImpact.

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<thead>
<tr>
<th>CYCLE 1</th>
<th>CYCLE II</th>
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<tbody>
<tr>
<td>Webinar Viewing Dates</td>
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<tr>
<td>Thursday, April 3, 9:00 am – Friday, April 4, 9:00 am</td>
<td>Monday, Sept. 9, 9:00 am – Tuesday, Sept.10, 9:00am</td>
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<tr>
<td>Application Deadline*</td>
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<tr>
<td>Wednesday, April 10</td>
<td>Wednesday, September 18</td>
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<td>Notification of Award, no later than:</td>
<td>Notification of Award, no later than:</td>
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<td>Late June</td>
<td>Early December</td>
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*Applications MUST BE RECEIVED VIA e-CIMPACT BY 11:59 PM on the application deadline date – no exceptions can be made.

Requirements of Grant Recipients

1. Prior to applying, it is mandatory to view the Community Building Grants Webinar at least once per calendar year. For more information, email communitybuildinggrants@unitedwayhouston.org.

2. Grant funds will be used for completion of the project in accordance with the Service Provider Agreement which will accompany the award notification and award check.

3. Grant recipients will submit a written summary and itemized cost report with receipts within 30 days of project completion and no later than one year after the date of the award notification.

4. In recognition of the award, we request that grant recipients acknowledge United Way of Greater Houston “Community Cycle I”.
Building Grant” in all printed and visual materials related to the project. Grantees are not authorized to use the United Way of Greater Houston logo.

5. Grant recipients will be eligible to re-apply for the Community Building Grant after a 2-year waiting period. For example, a grantee awarded funding in any 2018 Cycle will be eligible to re-apply beginning Cycle I of 2020, only if reporting forms are submitted on e-Clmpact within a year of receiving funding.