



## **Wells Fargo Open for Business Grant Program**

**THIS SAMPLE APPLICATION IS A RESOURCE ONLY.**

The Open for Business Grant Program cannot accept paper applications. All applications must be submitted online.

To apply, first complete the Eligibility Screener available on the [Houston Equity Fund Website](#) starting May 15, 2023. Only eligible applicants will be provided a link via email to access the online application portal.

The online application portal opens May 15, 2023 at 5:00AM and closes May 31, 2023 11:59PM.











**How many of your board members identify as Black/African American, Hispanic/Latino, Asian/Asian America, Pacific Islander, Native Hawaiian, Middle Eastern/North African, American Indian or Alaskan Native? \***

1

Save Changes



(/sp/ofb-r2-np-en)

## Round 2 - Nonprofit Application ▾

Save Draft

Mark Complete

Close

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

### Section 1 - Nonprofit Overview

#### 1. Nonprofit Name \*

Example Nonprofit

#### Organization's Legal Name (as shown on IRS Determination Letter) \*

Example Nonprofit Legal

As shown on the IRS determination letter.

#### 2. What is your organization's NTEE Code? \*

O) Youth Development



This code can be found on your IRS letter of determination. You can also look up your NTEE code here: <https://501c3lookup.org/> (<https://501c3lookup.org/>).



### 3. Where is your organization in the nonprofit lifecycle? \*

Nonprofit Lifecycle - <https://socialimpactarchitects.com/wp-content/uploads/2022/06/Nonprofit-Lifecycle.pdf>  
(<https://socialimpactarchitects.com/wp-content/uploads/2022/06/Nonprofit-Lifecycle.pdf>)

- Ideation
- Start-up
- Growth
- Maturity

### 4. How many years has your nonprofit been in operation? \*

More than 10 years



### 5. What year was your nonprofit organization established? \*

2008

Please provide the year as seen on your IRS determination letter.

### 6. How many paid employees does your nonprofit currently have?

#### Full-Time Employees \*

1

Full-Time Employees typically work MORE THAN 35 hours a week.

#### Part Time Employees \*

1

Part-Time Employees typically work LESS THAN 35 hours a week.

#### 1099 Contractors \*

1

1099 contractors are individuals who support your organization's work in an ongoing way.

### 7. How many employees receive health insurance through the nonprofit? \*

0

### 8. How often does your organization utilize volunteers for programming? \*

- Daily
- Weekly
- Monthly
- Events Only

# Section 2 - Nonprofit Narrative

**1. What is your nonprofit's mission and/or vision statement? \***

Mission/vision



Word Count: 1 / 75

**2. Briefly describe your organization's history and achievements to date. \***

History/achievements



Word Count: 1 / 300

**3. How do you mobilize others around your mission? \***

Mobilize others



Word Count: 2 / 150

**4. In your own words, please tell us about the community or populations that your organization serves. \***

Populations served



Word Count: 2 / 300

**5. Do any of the following descriptors fit the population your organization serves? Select up to 5 target populations your organization primarily serves. \***

Low-moderate income households

- Immigrant or foreign-born individuals
- Individuals whose first language is not English
- K-12 students and/or youth
- First generation college students
- Adult Education
- Older adults (65 years and older)
- People with disabilities
- LGBTQ+ individuals
- Military families and/or veterans
- None of the above

## Section 3 - Financials & Grant Request

Questions in this section refer to how grant funds will be utilized. For Round 2, applicants can request between \$5,000 and \$65,000 in funding. Funding must be spent on the purchase of eligible tangible assets, see Guidelines or FAQ documents. Grant award amounts will be made on a case-by-case basis.

### 1. What was the nonprofit's annual revenue in 2022? \*

\$	1,000
----	-------

You can find this information on: Form 990 (box G - Gross Receipts); Form 990-EZ (line L - Gross Receipts). For Form 990-N, see the FAQ document for guidance.

### 2. Does your nonprofit currently own any tangible business assets? \*

A tangible business asset are items owned by the nonprofit, including (but not limited to): land, buildings, facilities, machinery, equipment, inventory, or technology (e.g.: computers, Quickbooks, software, etc.)

- Yes
- No

### How did your organization secure the tangible assets referenced above? \*

Secured assets by...

Word Count: 3 / 75

### 3. What percentage of your Board contributes financially to your nonprofit? \*

- 0-25%
- 26-50%
- 51% or higher

**4. How many unique types of tangible assets are you hoping to buy/upgrade with grant funds? \***

- One
- Two
- Three
- Four
- Five

**Asset Request 1:**

**Quote/Price Documentation \***

**Type of Tangible Asset \***

**If other type of tangible asset, please describe \***

**Item Description \***

Describe the tangible asset using a short word or phrase. For example: Laptop

**Briefly describe how this tangible asset relates to your future plans or current operations. \***

**Quantity \***

**Buy New or Upgrade \***

- Buy New
- Upgrade

**Asset 1 Total Cost \***

\$

**Asset Request 2:**

**Quote/Price Documentation \***

**Type of Tangible Asset \***

**Item Description \***

Describe the tangible asset using a short word or phrase. For example: Laptop

**Briefly describe how this tangible asset relates to your future plans or current operations. \***

**Quantity \***

**Buy New or Upgrade \***

- Buy New
- Upgrade

**Asset 2 Total Cost \***

\$

**Asset Request 3:**

**Quote/Price Documentation \***

**Type of Tangible Asset \***

**Item Description \***

Describe the tangible asset using a short word or phrase. For example: Laptop

**Briefly describe how this tangible asset relates to your future plans or current operations. \***

**Quantity \***

**Buy New or Upgrade \***

- Buy New
- Upgrade

**Asset 3 Total Cost \***

**Total Grant Request**

**5. What is a realistic timeline for your organization to acquire the tangible assets you are requesting for this project? \***

- 3 months
- 6 months
- 9 months
- 1 year
- More than 1 year

---

## Section 4 - Impact Alignment & Metrics

**1. Through the utilization of this tangible asset, please select how your nonprofit may make a positive impact in the next 12 months. Please check all that apply. \***

- Offer a new program
- Expand an existing program
- Serve more individuals
- Better serve existing individuals
- Keep my current employees
- Hire additional employees

- Increase revenue
- Decrease expenses
- Other

**2. Please describe the anticipated impact of the asset to your nonprofit and the broader community. Please reference the benefits identified above in your response.**

\*

Impact on community

Word Count: 3 / 300

**3. Which of the Houston Equity Fund pillars does your organization best align with? Check all that apply. \***

Refer to the application Guidelines.

- Social & Racial Justice
- Economic Development
- Youth Education & Empowerment
- Community Building
- None of these

**Please describe how your organization positively impacts the Social & Racial Justice pillar you selected. Share specific examples of how your business impacts this pillar. Please number each example separately. \***

Social/Racial Justice

Word Count: 2 / 300 (min: 100)

**Please describe how your organization positively impacts the Economic Development pillar you selected. Share specific examples of how your business impacts this pillar. Please number each example separately. \***

Economic Development

Word Count: 2 / 300 (min: 100)

**Please describe how your organization positively impacts the Youth Education & Empowerment pillar you selected. Share specific examples of how your business impacts this pillar. Please number each example separately. \***

Education & Empowerment

Word Count: 3 / 300 (min: 100)

**Please describe how your organization positively impacts the Community Building pillar you selected. Share specific examples of how your business impacts this pillar. Please number each example separately. \***

Community Building

Word Count: 2 / 300 (min: 100)

**4. How many individuals did your organization serve across all programming in 2022? If your organization tracks impact at the family or household level, please multiply the number of households served in 2022 by 2.6 and round to the nearest whole number. \***

200

**5. How many employees do you anticipate having by June 1, 2024?**

**Full-time: \***

1

Full-Time Employees typically work MORE THAN 35 hours a week.

**Part-time: \***



1

Part-Time Employees typically work LESS THAN 35 hours a week.

**1099 Contractors: \***

1

1099 contractors are individuals who support your organization's work in an ongoing way.

**6. What is your estimate for annual revenue by the end of 2023? \***

\$ 2,000

## Supplemental Proposal (Optional)

In Round 2, the Houston Equity Fund has allocated \$500,000 to award approximately 6 grants, ranging from \$75,000 - \$100,000, to qualifying, high-scoring applicants. Finalists will be selected through a rigorous process and may be invited to participate in an interview prior to being awarded.

To be considered for this limited opportunity, applicants **MUST**:

- Have plans to invest in a capital-intensive asset, such as facility construction or renovations, land, machinery, or equipment, which will facilitate the business' growth and greater community impact.
- Be willing to participate in an interview process, upon request. Interpreters will be available in Spanish, Chinese, Vietnamese, and American Sign Language.
- Opt-in to be considered for a larger award. Clicking "yes" to the below question will prompt you to:
  - Upload a supplemental budget request. Click [HERE](https://houstonequityfund.org/r2_supplemental-proposal-updates_5-2-23_approved_external/) (https://houstonequityfund.org/r2\_supplemental-proposal-updates\_5-2-23\_approved\_external/) for instructions.
  - Complete two supplemental questions
  - Upload most recent Annual Audited Financial Statement or most recent Annual Financial Statements (if audited financials not available)
  - Upload any *ONE* of the following three documents *currently available* for your nonprofit:
    1. Current Strategic Plan
    2. Most Recent Annual Report
    3. Copy of grant proposal submitted to another funder

*If you apply for this limited funding opportunity and are not selected, you will still be considered for a grant award between \$5,000 - \$65,000.*

**Would you like to opt-in to be considered for a larger grant award ranging from \$75,000 - \$100,000 by submitting a supplemental application materials? \***

- Yes
- No

**1. Please explain how the assets you are requesting will provide a catalytic investment for your nonprofit at this time. Include the following details: 1) goals you plan to accomplish with the assets; 2) three to five year strategic vision for the organization; 3) new or existing programs or services that will utilize the assets; and 4) any funding you can leverage because of this investment. \***

Catalytic investment

Word Count: 2 / 750

**2. What is your "why"? Tell us why your organization should be selected for this investment opportunity. Speak to how this investment will impact the community and help others. \***

Your why

Word Count: 2 / 750

### **3. Supplemental Budget Request \***

Combine the budget request and quotes into one PDF document.

**+** Select a file



### **4. Annual Audited Financials or Latest Annual Financial Statements (if audit unavailable) \***

**+** Select a file



### **5. Current Strategic Plan; or Recent Annual Report; or a copy of a previously submitted grant proposal \***

**+** Select a file



# Section 5 - Supporting Documents Upload

1. IRS Determination Letter to provide 501c3 status (if using a fiscal sponsor to receive these funds, upload fiscal sponsor's IRS determination letter) \*

2. Two 990s for the most recent years available (990-N and 990-EZ allowable) \*

3. Two 990s for the most recent years available (990-N and 990-EZ allowable) \*

4. 2022 Operating Budget \*

5. List of Board of Directors \*

6. Name and Biography of President/CEO/Executive Director \*

---

# Section 6 - Closing Agreements - Sign & Submit

By entering your name below means you have read, understand, agree to & certify the following:

- The information provided in this application is an **accurate, honest, and true** reflection of the work of my 501c3 organization.
- I understand that my application will be **DECLINED** if the following Grant Program Rules and Conditions are violated, including but not limited to: a) submitting more than one application; b) contacting the Houston Equity Fund Board of Directors or program staff to solicit support; c) sharing application content or information with

another applicant; d) requesting ineligible assets; e) submitting incorrect or inaccurate supporting documents.

- If awarded, I understand Grantees will be asked to affirm that they have not been convicted or named as a defendant in any criminal or civil matter involving fraud, theft, embezzlement, perjury or misrepresentation. If such a conviction or charge has occurred against the Grantee and/or an applicable lawsuit has been filed against the Grantee, the grantee must fully advise the Houston Equity Fund of the facts and circumstances surrounding such conviction, charge, and/or lawsuit to determine whether applicant remains eligible to receive the grant.
- If awarded, I understand that I will be asked to **submit two reports** (at a minimum) for financial and programmatic reporting to the Houston Equity Fund and Greater Houston Community Foundation, as a condition of receiving grant funding through this program. A midterm report is due 6 months after grants funds are awarded and a final report is due 12 months after grants are awarded. This includes submitting **documentation to verify funding was used for the intended purpose** of the grant (e.g., receipts, invoices, purchase orders, etc.). I agree to comply with all reporting requirements (programmatic or financial) in a timely manner.
- I understand that grant funds will only be used for the purposes allowed by the IRS and other government agencies relating to grants from 501c3 nonprofits. Without exception, no funds will be used for lobbying purposes or to aid in the election of a public official.
- I understand the grant program reserves the right to determine other nonprofit types that may be ineligible upon the application review process.
- I understand that Houston Equity Fund and Greater Houston Community Foundation **reserve the right to cancel any pending payment and/or request repayment of grant funding** in full if funding is not utilized for the purpose described in this grant application or reporting requirements are not fulfilled.
- I understand that Houston Equity Fund and Greater Houston Community Foundation **may randomly select grant recipients** to schedule a time to meet in person at their place of business to assess the impact of grant funds.

---

**Please review and verify all information before submitting your application. You are unable to edit your application after**

**submission. Unfortunately, due to the volume of applications submitted, we cannot offer assistance to update an application.**

---

**Digital Signature \***

Save Draft

Mark Complete

Close

POWERED BY  
**wizehive**  
(<http://www.wizehive.com/>)