



## Profile ▾

Save Draft

Create Profile

### Applicant Information

1. First Name \*

2. Last Name \*

3. Title \*

4. Email Address (used for all communication) \*

All communications will go to the email address provided here.

5. Direct Phone Number \*

6. Office Phone Number \*

### Nonprofit Information

1. Nonprofit Name \*

2. Organization Legal Name (as shown on IRS Determination Letter) \*

3. Employer Identification Number (EIN) - if you do not have an EIN, enter 0s \*

4. Website:

5. Facebook:

6. Twitter:

7. Instagram:

8. Other:

## Nonprofit Location of Tangible Asset

9. What is the address for the location where the tangible asset will be invested? Do not use a P.O. Box.

Tangible Asset - Street Address (ex: 901 Bagby Street) \*

Tangible Asset - Unit Number (e.g., apartment, suite, unit, etc.)

Tangible Asset - City \*

Tangible Asset - State \*

Tangible Asset - Zip Code (5 digits) \*

10. Is the address provided above the primary nonprofit address? \*

- Yes  
 No

10a. Please provide the *primary address* associated with your nonprofit as shown on IRS legal documents.

Primary - Street Address (ex: 901 Bagby Street) \*

Primary - Unit Number (e.g., apartment, suite, unit, etc.)

Primary - City \*

Primary - State \*

Primary - Zip Code (5 digits) \*

11. What is your *mailing address*?

Mailing - Street Address (ex: 901 Bagby Street) \*

Mailing - Unit Number (e.g., apartment, suite, unit, etc.)

**Mailing - City \***

**Mailing - State \***

**Mailing - Zip Code (5 digits) \***

**12. Does the nonprofit operate under a fiscal sponsor? \***

Yes

No

**Fiscal Sponsor Employer Identification Number (EIN) \***

Enter the EIN without dashes.

**Fiscal Sponsor Legal Name \***

**Fiscal Sponsor Email \***

**Fiscal Sponsor Contact Person \***

**Fiscal Sponsor Phone Number \***

*What is the fiscal sponsor's address?*

**Fiscal Sponsor - Street Address (ex: 901 Bagby Street) \***

**Fiscal Sponsor - Unit Number (e.g., apartment, suite, unit, etc.)**

**Fiscal Sponsor - City \***

**Fiscal Sponsor - State \***

**Fiscal Sponsor - Zipcode (5 digits) \***

**Memorandum of Understanding (MOU) or agreement with your fiscal sponsor \***



## Demographic Information

**1. What is the gender identity of the nonprofit Executive Director or CEO? \***

Female

Male

Non-binary / Non-conforming

Prefer to Self-Describe

**Self-Described Gender Identity: \***

**2. What is the racial or ethnic identity of the organization's current Executive Director/CEO/President? \***

- Asian or Asian American
- American Indian or Alaskan Native
- Black or African American
- Hispanic or Latino
- Middle Eastern or North African
- Native Hawaiian or other Pacific Islander
- White

**3. What is the total size of your paid leadership team? The leadership team includes individuals with decision making authority, typically the Executive Director, President, CEO, or Director positions. \***

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

**5. How many individuals serve as members of your Board of Directors? \***

**6. 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? \***



## Round 3 - 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 "Mark Complete" button.

### Section 1 - Nonprofit Overview

#### 1. Nonprofit Name \*

Test Nonprofit

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

Test Nonprofit

As shown on the IRS determination letter.

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

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/>).

**4. 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

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

**6. What year was your nonprofit organization established? \***

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

**7. How many paid employees does your nonprofit currently have?**

**Full-Time Employees \***

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

**Part Time Employees \***

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

**1099 Contractors \***

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

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

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

- Daily
- Weekly
- Monthly
- Events Only

**10. Does the nonprofit support the small business ecosystem in Houston? This includes supporting the ongoing success of small businesses, developing a pipeline for future employees or entrepreneurs, incubators, internships, apprenticeships, mentorship, educational programs, small business grants or low-interest investments. \***

- Yes
- No

---

## Section 2 - Nonprofit Narrative

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

Word Count: **0 / 75**

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

Word Count: **0 / 300**

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

Word Count: **0 / 150**

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

**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 3, applicants can request between \$5,000 and \$65,000 in funding. Funding must be spent on the purchase of eligible tangible assets within 30 days of award (see Guidelines or FAQ documents). Grant award amounts will be made on a case-by-case basis.

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

\$

You can find this information on: Form 990 (box G - Gross Receipts); Form 990-EZ (line L - Gross Receipts). For Form 990-N, provide your organization's year-end gross revenue as shown on your financial statements.

**2. What was the nonprofit's annual gross revenue in 2023? \***

\$



If you have filed your 2023 990, you can find this information on:

Form 990 (box G - Gross Receipts);

Form 990-EZ (line L - Gross Receipts).

For organizations who file a form 990-N or have not yet completed their 2023 990, provide your organization's year-end gross revenue as shown on your financial statements.

### 3. 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? \*

Word Count: 0 / 75

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

0-25%

26-50%

51% or higher

### 5. 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 \*

**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 \***

<b>+</b> Select a file		<b>?</b>
------------------------	--	----------

**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 \***

\$	
----	--

**Asset Request 4:**

**Quote/Price Documentation \***

<b>+</b> Select a file		<b>?</b>
------------------------	--	----------

**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 \***

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

**Buy New or Upgrade \***

- Buy New
- Upgrade

**Asset 4 Total Cost \***

**Asset Request 5:**

**Upload 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 5 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? \***

- 10 days
- 20 days
- 30 days
- More than 30 days

---

## Section 4 - Impact Alignment & Metrics

**1. Through the utilization of this tangible asset, please select how your nonprofit may make a positive impact by the end of 2024. 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
- None of these

**If other benefit, please explain. \***

**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.**

\*

Word Count: 0 / 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. \***

Word Count: 0 / 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. \***

Word Count: 0 / 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. \***

Word Count: **0 / 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. \***

Word Count: **0 / 300** (min: 100)

**4. How many individuals did your organization serve across all programming in 2023? If your organization tracks impact at the family or household level, please multiply the number of households served in 2023 by 2.6 and round to the nearest whole number. \***

**5. How many employees do you anticipate having by the end of 2024?**

**Full-time: \***

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

**Part-time: \***

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

**1099 Contractors: \***

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

**6. What is your estimate for annual gross revenue by the end of 2024? \***

\$	
----	--

## Supplemental Proposal (Optional)

In Round 3, the Houston Equity Fund has allocated \$500,000 to award approximately 6 grants, ranging from \$75,000 - \$100,000, to qualifying, high-scoring applicants. If awarded, grant funds must be expended within 30 days of award. 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](LINK) 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. \***

Word Count: 0 / 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. \***

Word Count: 0 / 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. 2024 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 per round; b) contacting the Houston Equity Fund Board of Directors or program staff to solicit endorsement or preference; c) sharing application content or information with another applicant; d) requesting ineligible assets; e) submitting incorrect or inaccurate supporting documents.
- To my best knowledge, **my organization is in compliance** with applicable federal, state and local laws, regulations, codes and requirements and does not owe any federal, state, or local taxes prior to July 31, 2024.

- 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. Both reports will be due **30 days** 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/>)