

## Houston Equity Fund

### Wells Fargo Open for Business Grant Program

#### ROUND 3 - NONPROFIT FUNDING OPPORTUNITY

**APPLICATIONS DUE MARCH 26, 2024, at 11:59pm CST**



### Supporting Documents and Basic Information Checklist

**You will need the following to complete the application:**

- Employer Identification Number (EIN)
- IRS Letter of Determination
- Two 990s for most recent years available (990-Ns/990-EZs allowable)
- 2024 Operating Budget
- Quote or documentation related to cost and value of tangible asset(s).
  - Acceptable documentation can include a PDF or screenshot from an online vendor, a purchase order, a scope of work, proposal, and/or a proposed contract. **At minimum, the document must contain the name/description of the asset and its cost.**
- List of Board of Directors
- Biography of President/CEO/Executive Director
- NTEE Code

**You will need the following to complete the supplemental proposal:**

- A Supplemental Budget Request (a template is provided in the application)
- Most recent Annual Audited Financials or the latest Annual Financial Statements (if audited financials are not available)
- Upload any ONE of the following three documents currently available for your nonprofit:
  - Current Strategic Plan
  - Most recent Annual Report
  - A copy of a grant proposal submitted to another funder

#### **Note:**

- If using a fiscal sponsor, you will be required to provide contact information and organizational supporting documents for the fiscal sponsor.
- Other financials may be requested or obtained during a final review process.

# Sample Quotes for Asset Price – Supporting Documents

## Quote from Company

[CONSTRUCTION COMPANY]		QUOTE		
[log line]				
[Street Address] [City, ST ZIP Code] Phone (503) 559-0190 Fax (503) 555-0191		DATE: March 14, 2017 INVOICE # 100		
<b>TO:</b>		<b>For</b> Bill of quantity for construction of...		
[Name] [Company Name] [Street Address] [City, ST ZIP Code]				
Description of Job	Unit	Quantity	Rate in \$/unit	Amount
Providing and laying plain concrete concrete of 1:3:6 (1 Cement : 3 coarse sand : 6 graded stone aggregate 40mm nominal size) in position including the cost of centering and shuttering - All work up to plinth level	Cum	25.53	\$ 150.00	\$ 3,829.50
				\$ -
				\$ -
				\$ -
				\$ -
SUBTOTAL				\$ 3,829.50
TAX RATE				2%
SALES TAX				77.49
OTHER				50.00
TOTAL				\$ 4,077.99
Description	Units	Rate	Amount	
Sample service description	2.00	\$ 100.00	\$ 200.00	
SUBTOTAL				\$ 200.00
TAX RATE				2%
SALES TAX				4.00
OTHER				50.00
TOTAL				\$ 254.00
INVOICE TOTAL to PAY				\$ 4,332.99

## Amazon or other retail purchase – Screenshot



2022 HP Pavilion Laptop, 14-inch HD Touchscreen, AMD 3000 Series Processor, 8GB RAM, 192GB Storage, Long Battery Life, Webcam, HDMI, Windows 10 + One Year of Office365, Blue (Latest Model)

Visit the HP Store  
★★★★☆ 148 ratings  
| 23 answered questions

\$379<sup>99</sup>

& FREE Returns  
Get \$50 off instantly: Pay \$329.99 upon approval for the Amazon Rewards Visa Card.

Canary Blue

\$379<sup>99</sup>

& FREE Returns

FREE delivery **Wednesday, July 6.** Order within 2 hrs 43 mins

Select delivery location

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon

Sold by Oydisen Electronics (N...

Details

Seller Certifications:

## TEXAS RESIDENTIAL REAL ESTATE PURCHASE AGREEMENT

**1. Buyer and Seller.** This Real Estate Purchase Agreement ("Agreement") made on \_\_\_\_\_, 20\_\_ ("Effective Date") between \_\_\_\_\_ ("Buyer") with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_ who agrees to buy and \_\_\_\_\_ ("Seller") with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_, who agrees to sell and convey real and personal property as described in Section 2 of this Agreement. Buyer and Seller shall be collectively known as the "Parties."

**2. The Property.** The real property is located at the street address of \_\_\_\_\_, City of \_\_\_\_\_, State of Texas that is best described as the following:

(check one)

- Single-Family Home
- Condominium
- Planned Unit Development (PUD)
- Duplex
- Triplex
- Fourplex
- Other: \_\_\_\_\_

Tax Parcel Information (i.e., "Parcel ID" or "Tax Map & Lot"): \_\_\_\_\_

**a.) Personal Property.** In addition to the real property described in this Section, the Seller shall include the following personal property: \_\_\_\_\_

**b.) Fixtures.** In addition to the real property described in this Section, the Seller DOES NOT include the following fixtures: \_\_\_\_\_

The real property, personal property, and fixtures shall be known as the "Property".

**3. Purchase Price.** Buyer agrees to purchase the Property for \$ \_\_\_\_\_ (\_\_\_\_\_ Dollars) via: (check one)

- **All Cash Offer.** No loan or financing of any kind is required in order to purchase the Property. Buyer shall provide Seller written third (3<sup>rd</sup>) party documentation verifying sufficient funds to close no later than \_\_\_\_\_, 20\_\_ at \_\_\_\_:\_\_\_\_  AM  PM. Seller shall have three (3) business days after the receipt of such documentation to notify Buyer, in writing, if the verification of funds is not acceptable. If Buyer fails to provide such documentation, or if Seller finds such verification of funds is not acceptable, Seller