

APPLICATION INSTRUCTIONS AND CHECKLIST ROUND II – OCTOBER 2022

SECTION 1: GENERAL BACKGROUND

COMMUNITY INVESTMENT FUND

The Fifth Ward Redevelopment Authority (FWRA)/ TIRZ # 18 entered into a Community Benefits Agreement (CBA) with KBRN, LP and East River Property Owners Association (ERPOA) on December 10, 2020. In accordance with the CBA, the developer and ERPOA make regular annual contributions to a Community Investment Fund that is managed by the FWRA and Community Advisory Council (CAC) (as created by the CBA) for the benefit of the community.

ELIGIBLE ACTIVITIES

The CAC will make no more than \$50,000 available for Round II in October 2022 to invest in community programming. Consideration will be given to a variety of programming that build capacity, sponsor special-events, bring residents/stakeholders together to address community issues, or foster improvement in areas to include affordable housing, health, environment, education, economic development, family financial stability, resident leadership, civic engagement, social justice, youth enrichment, and arts and culture.

Funding requests should leverage other resources or in-kind donations, including volunteer hours, and not be solely funded by the grant.

Proposed activities with a political affiliation or focused on evangelism will not be considered.

ELIGIBLE APPLICANTS

Eligible applicant must be active 501(c)(3) tax-exempt organization or an individual/entity utilizing a 501 (c)(3) fiscal sponsor. Organization must have principle offices in 5th Ward, including 77020 and 77026, or principal activities serving residents in 5th Ward. An organization not designated as a 501(c)(3) may apply for technical assistance to build capacity.

FUNDING AVAILABLE

Grant awards will range in size from \$2,000 - \$15,000. Awards may vary depending on amount and project type/size. Each applicant may submit no more than two (2) prioritized funding requests denoted as either primary or alternate application. Eligible applicants may not receive more than \$15,000 in a calendar year.

APPLICATION SUBMISSION

Application will be released on Tuesday, October 18, 2022. A question and answer (Q&A) session will be held on Thursday, November 3, 2022 at 1 pm via Zoom. To enroll in the Q&A, please email mbontemps@fifthwardcrc.org to receive the Zoom link.

Those interested in applying for funding must submit a complete application **no later than 3 pm of Tuesday, November 22, 2022**. Applications must be emailed to mbontemps@fifthwardcrc.org or delivered to 4300 Lyons Avenue, Suite 300, Houston TX 77020.

Applicants will receive notification regarding award status January 2023.

SECTION 2: APPLICATION CHECKLIST

REQUIRED DOCUMENTS

- ☐ Completed Application (Form Included)
- ☐ Articles of Incorporation/ Bylaws, IRS Non-profit Determination and List of Board of Directors (if 501 (c)(3) only)
- ☐ Organizational Chart
- ☐ Resume of Key Staff
- ☐ Organizational Budget
- ☐ Most Recent Y/E Organizational Financials and/or Audit

WHERE APPLICABLE

- ☐ Letter(s) of Support
- ☐ Project Photographs
- ☐ Service or Project Area Map(s) Delineating Work Location
- ☐ Construction Plans and Specifications
- ☐ Other (please list):

PROJECT EVALUATION

Proposals will be reviewed based on the following:

1. Threshold Requirements - All proposed projects must meet the following criteria to be considered for funding:
 - a. Completed Application - All sections of the application pertinent to the proposal must be completed in full. No partial proposals will be accepted.
 - b. Project Eligibility - The project must be an eligible applicant as outlined in Section 1 of the Application Instructions.
2. Project Feasibility - Projects meeting the threshold requirements will be evaluated against the set of selection criteria listed below:
 - a. Project Need and Public Benefit
 - The extent to which the proposal documents project will fill an identified need.
 - The extent to which the proposal demonstrates a comprehensive approach and coordinated effort toward addressing the identified need.
 - The extent to which the proposal is designed to benefit priority populations outlined above, including:
 - ❖ Children
 - ❖ Elderly or Disabled Persons
 - ❖ Homeless persons
 - ❖ Unemployed or Underemployed Adults
 - ❖ Veterans
 - ❖ Low- to moderate-income individuals below 80% area median income
 - b. Leveraging

The extent to which the project leverages alternative funding and maximizes program funding.
 - c. Applicant Capacity

The applicant demonstrates the ability and resources necessary to implement the project in a timely manner.

APPLICANT INFORMATION

Applicant Name:

Applicant Address:

Contact Person and Title:

Email Address:

Telephone:

SECTION 1: ORGANIZATIONAL INFORMATION

Please provide the following information in narrative form with 2-5 sentences per question. This should not exceed five (5) typewritten pages.

1. Organization Background and Focus: Provide your organization's history, include the length of time the organization has been in operation, the date of incorporation, and the purpose of the organization. (Insert text below)
2. Organization Focus: Describe the type of services provided, the organization's capabilities, the number and characteristics of clients served, and license to operate (if appropriate). (Insert text below)
3. Key Personnel: Briefly list key organizational staff, qualifications and role in proposed project. (Insert text below)
4. Financial: Describe the organization's current operating budget, itemizing revenues and expenses. Describe the organization's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (Insert text below)
5. Please indicate which program(s) and service(s) are provided by your organization:
 - ☐ Arts and Culture (training and performance)
 - ☐ Youth Enrichment
 - ☐ Education and Training
 - ☐ Employment Services
 - ☐ Food Pantry

**EAST RIVER COMMUNITY BENEFITS AGREEMENT
COMMUNITY INVESTMENT FUND**

- ☐ Health Care (mental health, alcohol/ drug program, wellness and prevention)
- ☐ Social Justice and Equity
- ☐ Technology Community Building and Engagement
- ☐ Homelessness Prevention
- ☐ Affordable Housing
- ☐ Other (please describe):

SECTION 2: CONTENT CERTIFICATION

I do hereby certify that the information contained in this application is complete and accurate to the best of my knowledge. I do also certify that if the information contained herein should change while a contract is in effect, I will notify the Administrator of FWRA/TIRZ 18 of such change and await a written response before proceeding with the project.

Signature _____

Print Name:

Title:

Date:

PROJECT INFORMATION

PROJECT/ACTIVITY TITLE:

PROJECT LOCATION:

PROJECT NARRATIVE (500 character limit):

SECTION 1: PROJECT IMPACT

1. How long has your organization provided the proposed activity? (Insert text below)
2. How many unduplicated individuals has the proposed activity served during the previous 12 months? (Insert text below)
3. Where will the proposed activities/services be delivered? (Insert text below)
4. Identify the need for this service or the conditions warranting the project/activity. (Insert text below)
5. Provide the anticipated outcome/benefit and impact on the community. (Insert text below)

SECTION 2: PROJECT BENEFICIARIES

1. How many individuals from the following populations will be served? (include all that apply)
 - Children:
 - Elderly Persons:
 - Disabled Adults:
 - Homeless Persons:
 - Unemployed or Underemployed Adults:
 - Veterans:
 - Other (please describe):

**EAST RIVER COMMUNITY BENEFITS AGREEMENT
COMMUNITY INVESTMENT FUND**

2. Will you be verifying that individuals receiving services reside in 5th Ward? If so, what documentation will you be collecting? (Insert text below)

3. Will you be collecting income documentation to confirm low- and moderate-income status? (Insert text below)

SECTION 3: PROJECT SUPPORT

1. Has your organization obtained any letter(s) of community support? If so, please include as part of this application.

PROJECT TIMELINE AND BUDGET

SECTION 1: IMPLEMENTATION SCHEDULE

Identify project benchmarks with estimated start and completion dates.

Action Items	Date to be Completed
Submission of application	November 2022
Grant recipients notified	January 2023
Click or tap here to enter text.	Click or tap here to enter text.

SECTION 2: PROJECT FUNDING

Identify all project funding, including the source, amount and status, used to carry out the proposed activity.

Source	Amount	Status (Secured/Pending)	Date Secured/Submitted
Community Investment Fund	Click or tap here to enter text.	Pending	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total Funding			

SECTION 3: PROJECT BUDGET

Provide a detailed project budget with the projected expenses to be incurred. The sources listed below should match the sources identified in Section 2: Project Funding.

Uses	Amount	Comments
Total Expenses		