

**River Oaks Garden Club**  
Civic Contribution/Grant Request Form 2018-2019

1. Name of Organization (including prior names if applicable)

Physical address:

Mailing address (if different):

Telephone number:

Fax number:

E-mail address:

Web address:

Contact person for inquiries regarding this proposal:

2. Name of specific Program/Project for which funding is requested.

3. Funds Requested (must specify amount).        \$ \_\_\_\_\_

4. Brief History and Mission Statement of Organization:

5. Description of the Program/Project for which funding is requested:

6. If this is a unique project, please explain why such is the case. If it is of an ongoing nature, provide justification for its worth/value.
7. Describe plans for administration and operation of the proposed project, including dates for implementation and conclusion.
8. Financial Support Information (dollar amounts should be listed here, and detailed budgets and lists of sources should be attached to confirm these figures)
- a) Current organizational operating budget \$ \_\_\_\_\_
  - b) Budget for specific program/project to be funded \$ \_\_\_\_\_
  - c) Sources of support/amounts already committed to project \$ \_\_\_\_\_
  - d) Sources of support/amounts requested/pending for project \$ \_\_\_\_\_

9. Describe the proposed method by which this program/project will be evaluated:
10. History of previous funding/donations from River Oaks Garden Club, including years, amount and project(s).
11. Please attach the most recent copy of the ruling letter from the IRS, which grants 501(c)(3) tax-exempt status to your organization.

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Signature of Board Officer

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Email address

*Designate by \* the individual responsible for receipt of official correspondence.*

**Proposals will be accepted beginning June 1, 2018.  
Deadline for submission is Friday, September 14, 2018.**

Proposals should be mailed to:  
**River Oaks Garden Club**  
**Attn: Karey Dye, Civic Contributions Chair**  
**2503 Westheimer**  
**Houston, Texas 77098-1321**