

**River Oaks Garden Club**  
**Civic Contribution Grant Request Form 2019-2020**

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, 2019. Deadline for submission is Tuesday, October 1, 2019.**

**Proposals should be emailed to:**

Kay Lynn Kuper, Chairman

[Kaylynnkuper@gmail.com](mailto:Kaylynnkuper@gmail.com)

**AND a hard copy mailed to:**

**River Oaks Garden Club**

Attn: Kay Lynn Kuper, Civic Contributions Chairman

2503 Westheimer

Houston, Texas 77098-1321