

**River Oaks Garden Club**  
**Civic Contribution Grant Request Form 2021-2022**

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

**Physical address:**

**Mailing address (if different):**

**Telephone 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. \* Please include exact details of plans and individual cost of items for the project:**

**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, operation, and long-term maintenance/sustainability of the proposed project, including a timeline for each step of implementation and conclusion. A sustainability plan is required for proposed projects that will require ongoing maintenance.**

**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) Budget for specific program/project to be funded.                      \$ \_\_\_\_\_

**\*A budget estimate that relates clearly to the project must be outlined in your narrative. Items you wish to purchase with the grant funds must include a price quote, a detailed plan, and all expenses related to the project.**

b) Current organizational operating budget    \$ \_\_\_\_\_

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 requests and 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.**

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**Signature of Executive Director**

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**Signature of Board Officer**

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**Print Name and Title**

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**Print Name and Title**

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**Email address**

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**Email address**

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

**Proposals will be accepted beginning June 1, 2021. Deadline for submission is November 1, 2021.**

**Proposals should be emailed to:**

**Kris Maclay, Chairman**

[kmaclay@comcast.net](mailto:kmaclay@comcast.net)

**AND a hard copy mailed to:**

**River Oaks Garden Club**

**Attn: Kris Maclay, Civic Contributions Chairman**

**2503 Westheimer**

**Houston, Texas 77098-1321**