

**River Oaks Garden Club**  
**Civic Contribution Grant Request Form 2023-2024**

**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. \* 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.

\_\_\_\_\_  
Director    Signature of Board Officer    \_\_\_\_\_ Signature of Executive

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**Print Name and Title**

**Print Name and Title**

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**Email address**

**Email address**

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

**Proposals will be accepted beginning June 1, 2023. Deadline for submission is October 15, 2023.**

**Proposals should be emailed to:**

**Elizabeth Schiffer, Chairman**

**Elisch3707@gmail.com**

**AND a hard copy mailed to:**

**River Oaks Garden Club**

**Attn: Elizabeth Schiffer, Civic Contributions Chairman**

**2503 Westheimer**

**Houston, Texas 77098**