

Houston Endowment

Checklist for Applicants Completing a Pre-application for Funding

GUIDELINES FOR WHO SHOULD COMPLETE A PRE-APPLICATION

A pre-application is required in any of the following situations:

- The organization is applying to Houston Endowment for the first time
- The organization has never received a grant from Houston Endowment
- The organization has not received a grant from Houston Endowment within the past three years
- The organization's last two requests to Houston Endowment have been declined
- The organization or project is not based in Harris County or its contiguous counties (Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery and Waller counties)
- The applicant is routed to the pre-application through the online Grant Management System
- A foundation staff person/program officer requests a pre-application

In order to complete a pre-application, please ensure you have the most current version of all of the information requested below.

CONTACT INFORMATION

- Name, title, phone number and email for the organization's executive leader
- Name, title, phone number and email for primary contact for the review of the request

GENERAL REQUEST INFORMATION

- Proposed Project Title – Project titles are short descriptions that capture the general nature of your request, generally beginning with the word “toward” as in “toward a program for ____” or “toward support of ____”
- Type of Investment
 - You will be asked to select a focus area: Post-Secondary Success, Stronger Region, Strong Civic Assets or Thriving Residents.
 - You will be asked to identify the specific type of grant support you are seeking (Building Capacity, Capital Improvement, General Operating Support, Project Support, Public Policy or Research). If your organization is invited to complete a full application, you will be asked to respond to specific questions corresponding to the type of grant support you indicate during this step. You can learn more about each type of investment in the Types of Investments page on our website.
- Other Information
 - Whether your organization will serve as a fiscal sponsor
 - Which region(s) you intend to serve
 - Start and end dates for your project or proposal
 - Amount of support requested

EXPLANATION OF YOUR PROJECT OR IDEA

In addition to providing the general information above, you will be asked to provide a brief overview of the project or idea for which you are seeking funding. Questions in the pre-application include:

- What is the need or challenge you seek to address? Why is this a significant issue for the greater Houston area?
- What approach will you take to address this need or challenge? How will you use proposed grant funding?
- What outcomes do you hope to achieve? How will you know if you have been successful in your approach?
- Which two or three groups in greater Houston are most similar to yours? What do you have in common with them and what sets you apart?
- What are the potential risks of the proposed project?