

## Background—The Grants & Scholarships Team of First Presbyterian Church

The Endowed Funds Grants and Scholarships Team (GST) of First Presbyterian Church of Houston (FPC) is responsible for the stewardship of the amounts allocated by FPC’s Session for expenditure from the Church’s endowed and quasi-endowed funds. The GST prayerfully makes decisions about how best to administer the gifts people have given to our church, being careful to honor any guidelines that accompany these gifts. The GST is a Ministry Team reporting to the Senior Pastor and operating pursuant to a charter established by the Session. The GST’s mission is to utilize Session-allocated funds (1) to grant scholarships to undergraduate college and seminary students and (2) to grant funds to organizations engaged in Christian endeavors, particularly to organizations that meet needs of the most vulnerable in our community.

## Information Regarding Grants

Applicants for grants must complete this [Application for Grant](#) by August 1 (for fall consideration) and February 1 (for spring consideration) with all information required by the application.

**Please note:** Grants will not normally be made to cover operating expenses, but rather for special projects or capital needs.

Grants will be made in accordance with the following priorities:

- Highest priority will be given to FPC-sponsored projects;
- Next priority will be given to FPC ministry partners’ projects;
- Next priority will be given to Christian causes and institutions outside FPC that have effective participation and input from members of FPC;
- Exceptions may be made in allocating purpose-restricted funds.

Grants will be awarded at least twice annually following the application deadline dates stated above. However, the GST will consider time-sensitive grant requests that, due to their nature, cannot hold to the deadline stated above.

## Information Regarding Documentation Requested in Grant Application

### 1. Documentation of Your Organization’s Stewardship of Last FPC Grant (received 2022 or later)

If your organization previously received an FPC grant in 2022 or later, the grant application **requires** documentation that the most recent grant was used for the purpose stated in its grant application and how the grant is helping your organization to fulfill its mission. We anticipate appropriate documentation will include some combination of financial transaction documents, photographs/video, and/or narratives.

For example, if your organization received a grant (in 2022 or later) for a transportation van, appropriate documentation might include:

- a copy of the bill of sale
- photographs/video of the van
- a brief narrative describing how the van benefits your organization’s mission.

As another example, if your organization received a grant (in 2022 or later) for a special project to train volunteers to respond to an emergency, appropriate documentation might include:

- photographs/video of the training session

- a brief narrative describing the training and how it benefits your organization’s mission
- receipts for any items purchased to facilitate the training.

**\*\*PLEASE NOTE: Failure to provide documentation of your organization’s stewardship of its last FPC grant (received 2022 or later) will disqualify your current application from consideration.\*\***

## 2. Your Organizations Current Financial Information

The grant application **requires** a copy of your organization’s financial statements for the most recently completed fiscal year.

**\*\*PLEASE NOTE: Failure to provide a copy of your organization’s current financial information will disqualify your current application from consideration.\*\***

## 3. Documentation of the Cost of Your Organization’s Capital Need or Special Project

The grant application requests available documentation (preferably from a third-party vendor) of the cost of the capital need or special project for which your organization is seeking an FPC grant.

For example, if your grant application seeks capital for construction of a road to improve your organization’s property, documentation of cost would likely include a contractor’s bid for the road construction.

As another example, if your grant application seeks funds to convert a room in your organization’s building into an after-school computer lab, documentation would likely include a vendor’s proposal for sale and installation of computer and networking equipment, or perhaps a list generated by your organization of the prices for such items supported by documentation from an internet retailer.

## 4. Documentation of Your Organization’s Effectiveness/Innovation

The grant application requests available documentation of your organization’s effectiveness in fulfilling its mission. We anticipate appropriate documentation may include some combination of statistics reported by your organization or a third party and/or a narrative reflecting your organization’s core activities over a relevant timeframe such as the past calendar or fiscal year.

For example, if your organization’s mission is to help individuals transition out of homelessness, appropriate documentation might include:

- Statistics for the previous calendar year reflecting number of meals served, number of interview skills training sessions provided, number of homeless individuals transitioned to community living, or other quantifiable evidence of success
- Narratives describing how your organization’s programs are addressing various aspects of homelessness, how new initiatives are expanding your organization’s ability to reach individuals or address aspects of homelessness, or other descriptions of success.

In addition, the grant application requests available documentation of innovation your organization has brought to its efforts to solve or improve the issues it addresses. We anticipate appropriate documentation will include some combination of photographs/video and narratives.

For example, if your organization’s mission is to help individuals transition out of homelessness and it has developed a new, evidence-based, community-focused approach to facilitate that transition, appropriate documentation might include:

- A narrative describing the evidentiary basis for the program, the components of the program, the activities participants in the program undertake, and perhaps the facilities and/or materials the program uses
- Photographs/video of the program’s facilities, participants engaging in program activities, etc.

**I. Your Organization's Information**

Name of Organization/Ministry \_\_\_\_\_

Primary contact person \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website: \_\_\_\_\_

E-mail \_\_\_\_\_

501(c)(3) Organization?  Yes  No

Organization's Mission/Purpose:

Please provide available documentation of (1) your organization's effectiveness in fulfilling its mission and (2) your organization's innovation in its efforts to solve or improve the issues it addresses.

**II. Your Organization's Relationship to FPC**

How did your organization learn of FPC's endowed funds grant program?

Is your organization currently recognized by FPC as a Ministry Partner of the church?  
 Yes  No

Are you aware of any FPC members who contribute to your organization (e.g., volunteer, serve as a board member, donate money/in-kind services, etc.)?  
 Yes  No

If so, please identify them:

**III. Your Organization's Stewardship of Past FPC Grants**

Has your organization previously received a grant from FPC in 2022 or later?  
 Yes  No

If so, please provide documentation demonstrating (1) that previous grant funds were used for the purpose stated in your previous grant application, and (2) how the grant is helping your organization fulfill its mission.

**IV. Your Organization's Current Financial Information**

Please provide a copy of your organization's financial statements for the most recently completed fiscal year.

**V. Your Organization's Grant Request**

Purpose of Grant:             Capital Need     Specific Project

**[Please note: Grants will not normally be given to cover operating expenses.]**

Description of Request:

Amount requested: \$ \_\_\_\_\_

Please provide any available documentation of the cost of the capital need or special project for which your organization is seeking an FPC grant.

Funds will be expended between \_\_\_\_\_ and \_\_\_\_\_ (mo/yr)

Geographic area served: \_\_\_\_\_                      Number of clients: \_\_\_\_\_

**Return completed grant applications either by email (preferred) or mail.**

**Email:**

Erin Varnell ([evarnell@fpchouston.org](mailto:evarnell@fpchouston.org))

**Mail:**

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