

**Kappa Kappa Gamma
Charitable Foundation of Houston
2024 Grant Summary and Guidelines**

Statement of Purpose

The primary purpose of the Kappa Kappa Gamma Charitable Foundation of Houston (the “Foundation”) is to raise funds for distribution to charitable organizations which meet the Foundation’s philanthropic guidelines.

History

The Foundation was established in 1980 by the leadership of the Kappa Kappa Gamma Houston Alumnae Association to encourage and support the efforts of local charitable organizations for the betterment of the community. Since its inception, the Foundation has distributed more than \$4,500,000 to qualifying charitable organizations.

Philanthropic Focus

The Foundation’s philanthropic focus is early childhood education and development, with a specific preference for programs that address the needs of children in the first six years of life living in low-income households.

We seek to fund Houston area 501(c)(3) tax-exempt organizations that support high-quality early childhood programs in the areas of education and development, including basic needs of food, shelter and health; that positively impact school readiness; and that contribute to well-educated and healthy children, strong families and a vibrant Houston community.

We envision investing in organizations which champion efforts to:

- Develop and sustain the availability of high-quality early childhood programs for infants, toddlers and young children.
- Train and build the capacity of early childhood educators and providers.
- Strengthen the knowledge of parents, grandparents and other caregivers to nurture and guide their children’s early development.

We believe that high-quality early support can have major benefits for young children, including improved social-emotional skills and enduring educational and life outcomes.

Grant Request Guidelines and Criteria

1. The requesting organization must be tax exempt pursuant to IRS Section 501 (c) (3) or 170 (b) (1) (A) (v) or 170 (c) (1).
2. Requests must be submitted in writing, on time and complete with all required documentation as detailed in the section below: 2024-2025 Grant Application Components and Submission.

3. The Foundation supports requests for specific purposes, rather than for operating expenses, general building funds or capital campaigns and will not consider requests for reimbursement of funds already spent.
4. Funds are to be spent and accounted for within one year after receipt.
5. The Foundation confines its grants to organizations situated or having significant corporate presence in the Greater Houston area.

General Exclusions

The Foundation does not support:

- Grants to religious organizations for religious purposes
- Testimonial dinners, fundraising events, or advertising
- Grants to cover past operating deficits or debt retirement
- Grants for operating budget items (including salaries) and endowments
- Grants for capital campaigns
- Grants to support individuals
- Grants for commitments extending into successive years
- Grants (direct or indirect) to support candidates for political office or influence any legislation

Applicants are responsible for careful review of the above Grant Request Guidelines and Criteria and General Exclusions to avoid submission of a non-qualifying application.

Award of Grants

The Foundation will notify the applying agencies early in 2025 of its decisions regarding each application. The actual funding of grants will occur in the spring of 2025.

The Board of Trustees of the Foundation has the responsibility for final approval of each grant. The Foundation usually receives funding requests in excess of funds available for grants. A decision not to fund a proposal does not reflect on the merits of the applicant or the value of its proposal, but rather results from limited resources.

2024-2025 Grant Application Components and Submission

1. One electronic copy of the Grant Request Application and Project Information sent by email to the Foundation Philanthropy Chair, Renee Davis, at kappaphilanthropychair@gmail.com.

2. One electronic copy of or links to the Grant Request Supporting Documents sent by email to the Foundation Philanthropy Chair, Renee Davis, at kappaphilanthropychair@gmail.com . Please include any other collateral materials applicant deems necessary to help convey the mission.
3. The entire package of Grant Application Components must be received by the Foundation by **Thursday, August 15, 2024**. Submit package to:

Renee Davis - kappaphilanthropychair@gmail.com

4. Late or incomplete application packets will not be considered.

**Kappa Kappa Gamma
Charitable Foundation of Houston
2024 Grant Request Application**

1. Date of Application:
2. Name of organization:
3. Organization's mission statement:
4. Contact for grant application, including name, title, street address if different from mailing address, fax and email:
5. Annual organization budget for the current fiscal year:
6. Past two fiscal years' revenues, expenses and assets:
7. Percentage of budget used for fundraising expenses:
8. Number of paid employees and full-time equivalents:
9. Total salaries (including benefits) and percentage of budget:
10. Non-salary benefits afforded senior staff members:
11. Total number of persons served during a typical fiscal year:
12. Percentage of board members making a financial gift during the past fiscal year:
13. Percentage of average attendance of board members at official board meetings during past fiscal year:
14. Is your organization or any officer currently under review or investigation by a government or other regulatory agency? Please note that there is a continuing obligation to disclose this information.
15. Date of last grant request to this foundation:
16. Years and amounts of prior grants from this foundation:
17. How did your entity become aware of this opportunity? (Please feel free to ask Kappas to submit letters of support to the Philanthropy Committee Chair prior to the August 15, 2024 deadline if appropriate – this is NOT a requirement)

**Kappa Kappa Gamma
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2024 Project Information for Grant Request**

1. Amount requested for this project:
2. Detailed description of proposed project, including goals and/or objectives:
3. What is the expected date for program implementation? (NOT sooner than the date when funds are awarded – expected April 2025)
4. Projected time frame of project:
5. Will this be a new project in 2025? If not, when was it initiated?
6. How many persons will be served through this project? Please describe the characteristics of the persons served, especially with regard to our focus on early childhood education and development. (see “Philanthropic Focus” in our Grant Guidelines).
7. Will any fees be charged to beneficiaries of the project?
8. How is this project/program distinguished from others serving the same beneficiary population?
9. How is this program unique among others in the Houston area?
10. What is the evaluation process for this project within your organization?
11. What measures/outcomes will you use to assess results?
12. In light of the potential April, 2025 date for distribution of these funds, how will you initiate or sustain this project prior to the receipt of funds? (Please note #6 under Grant Guidelines.)
13. Please list other sources of income for this project:
14. Should the Foundation consider a naming opportunity for this request? Is there a funding amount at which this opportunity is available?

**Kappa Kappa Gamma
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2024 Grant Request Supporting Documents**

Please provide one electronic copy of or links to the following:

1. Current 501 (c)(3) or 170 (b) (1) (A) (v) or 170 (c) (1) IRS Determination Letter - legal advice
2. Cover Letter signed by at least one of the following: the Chair of the Board of Directors/Executive Director/Development Director
3. One-page Fact Sheet describing history and scope of your organization
4. List of current Board of Director and Officers, including business/community affiliations and phone numbers
5. Website address, if available
6. Two most recent fiscal years' operating budgets
7. Two most recent years' financial statements
8. Current annual report if available
9. Articles of Incorporation and By-Laws
10. Form 990
11. Top 100 Donor List (specific amounts not necessary)
12. Resume of person(s) responsible for overseeing this project