

## Mary Moody Northen Endowment

### Galveston Community Investment (GCI) Grant Application Guidelines

1. Review the Overview of GCI grants on the Mary Moody Northen Endowment website, [www.northenendowment.org](http://www.northenendowment.org), in order to comply with all of the parameters of the program. A limited number of grants will be awarded, with preference for requests that show the greatest potential benefit to Galveston and its citizens.
2. Prepare a two-three page request that includes:
  - a. A brief background on the organization and its mission;
  - b. A description of the funding request itself, the needs it meets and the population it benefits;
  - c. A clear connection to at least one of the parameters of the program that this specific request addresses.
3. Provide either the organization's most recent 990 or audit.
4. Include a budget specific to the request and a list of other funders if applicable.
5. If the organization has not received funds from the Endowment in the past, the request must include the organization's IRS determination letter and a statement signed by the chair of the board of directors that states nothing has changed in the organization's mission since the issuance of this letter. If the organization has received funding in the past, the letter stating that nothing has changed is sufficient.
6. Please do not send any extraneous material.
7. The recipient organization must submit a written report to the Endowment that includes an explanation of the grant expenditures and the outcomes that result from these expenditures not later than 1 year following execution of the grant contract. If the project or program for which the grant was made has not been completed within that time frame, then that fact must be communicated in writing to the Endowment. No further funding request will be considered until reports are on file in the Endowment office.
8. Applications may be submitted electronically or by printed copy to Mary Moody Northen Endowment's Executive Director, Betty Massey at:

[b.massey@northenendowment.org](mailto:b.massey@northenendowment.org)

Mary Moody Northen Endowment  
2628 Broadway  
Galveston, TX 77550

Please note the following deadlines:

For consideration at the February 2019 meeting: January 31, 2019

For consideration at the June 2019 meeting: May 17, 2019

For consideration at the October 2019 meeting: September 13, 2019