

Mary Moody Northern Endowment
2618 Broadway
Galveston, Texas 77550
(409) 765-9770
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GUIDELINES FOR GRANT APPLICATIONS

The Mary Moody Northern Endowment makes grants to organizations working in the State of Texas and the Commonwealth of Virginia. The Endowment's interests are broad and include health and human services, education, cultural arts, historic preservation, and environmental issues.

Historically, the Mary Moody Northern Endowment has given priority to needs in the immediate Galveston area.

Initial Inquiry:

If the applicant organization has not received funds from The Endowment within the past five years, the grant application process should begin with a brief (no more than 2-page) letter that includes information about the organization and the project or program for which funding is being sought. This initial inquiry should include the organization's IRS determination letter.

Application Process:

If the organization has received funds from The Endowment within the past five years, or if the organization receives a favorable response to its initial inquiry, then the organization should submit a formal grant application. This document should not be lengthy, and it is only necessary to submit one (1) copy of all materials.

This complete application should include the following:

- **A cover letter from the president and/or CEO of the organization;**
- **The Mary Moody Northern Endowment grant application summary;**
- **A one-page statement summarizing the specific request;**
- **A copy of financial information relative to the project or program for which funding is being sought including an explanation of how the program will be sustained after the Endowment's funding is expended.**

Please do not send DVDs, folders, or extraneous material.

The Mary Moody Northern Endowment considers grants twice a year (June and December) and requests should be in the Endowment offices no later than the fifteenth (15th) day of the month prior to the month in which the grant is to be considered. For example, if the grant is to be considered in June, materials should arrive in the Endowment offices no later than the May 15th; for December the report should arrive no later than November 15th.

Communications:

After an initial inquiry is submitted, the Endowment will contact the applicant organization either requesting a full application or declining to consider the organization's request.

As part of the grant application process, Endowment staff may ask to schedule a site visit and/or applicant interview.

Following consideration of a complete grant application, the result of The Endowment board's discussion and action will be communicated to the grant applicant within 10 days of the board meeting.

If there are questions on the grant application, or the process please contact:

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Executive Director
2618 Broadway
Galveston, TX 77550
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Phone: 409-765-9770

Fax: 409-762-7055

Final Report:

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 no 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 requests will be considered until reports are on file in the Endowment office.