

## **Mary Moody Northen Endowment Grant Application Overview**

The Mary Moody Northen Endowment is a private foundation which awards grants through two specific programs directly benefiting people and organizations located on and/or serving Galveston Island:

- The Galveston Community Impact Grants honor Mrs. Northen's affection for Galveston Island and reflect the Board of Directors' own commitment to her community.
- The Mary Moody Northen Internship grants provide Galveston County high school students and/or graduates with meaningful opportunities to learn about community service and help fund post-secondary education.

Each grant program has its own goals and schedule, but in general both follow a similar process. Review guidelines for the specific grants for which you are applying on the Mary Moody Northen Endowment website, [www.northenendowment.org](http://www.northenendowment.org), in order to comply with all of the criteria for the programs.

For **both** the Galveston Community Impact grants and the Mary Moody Northen Internship grants please follow this outline:

- Prepare a two-three- page request that includes:
  1. A brief background narrative on the requesting organization and its mission;
  2. A description of the funding request itself, the necessity it meets and the population it benefits;
  3. A clear correlation to at least one of the goals of the grant program that the specific request addresses;
  4. A detailed budget specific to the request that spells out how the grant funds would be spent;
  5. A list of other funders.
- Provide either the organization's most recent 990 tax return or audit documents
- 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.
- Please do not send any extraneous material.
- The recipient organization must submit a written report to the Endowment that includes an accounting of the grant expenditures and an overview of the outcomes that result from these expenditures. This report must be submitted 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.
- Applications may be submitted via email to [grants@northenendowment.org](mailto:grants@northenendowment.org) or by printed copy to Mary Moody Northen Endowment, 2628 Broadway, Galveston, TX 77550