



2021 REQUEST FOR PROPOSALS

Overview

The mission of Latino Giving – Houston (LGH) is to encourage philanthropy in the *Latinx*¹ community to contribute to the community by funding nonprofit organizations serving the *Latinx* community in the Greater Houston Region.² Our impact lies in the collective giving of a diverse group of Latinx individuals who are committed to seeing the *Latinx* community thrive. The giving circle methodology allows the members of LGH to learn more about the *Latinx* community; its assets, challenges, and aspirations. Our vision is a Latinx community where philanthropy and solidarity are preserved as a tradition and cultural value. In 2021, LGH will award **one general operating grant of \$ 5,000** to support a local nonprofit organization serving the Latinx community in the Greater Houston Region. For additional information about LGH or to become a member, visit www.latinogivinghouston.org.

Eligibility

- ✦ Must have a 501(c)3 designation or a fiscal sponsor with a 501(c)3 designation.
- ✦ Agency operating budget must not exceed \$3,000,000.
- ✦ A minimum of 50% of beneficiaries/clients must be *Latinxs* of any race.
- ✦ Services must be delivered in the Greater Houston Region.
- ✦ Agency should have an updated profile in GuideStar with a 2020 or 2021 gold or platinum designation.
- ✦ Must be able to demonstrate 100% board giving, 75% board attendance, and board Latinx representation.
- ✦ Should be able to demonstrate inclusive organizational practices and policies without discrimination based on gender, sexual orientation, ability, age, religion, and immigration status.
- ✦ Current or previous LGH grantees must wait two calendar years before re-applying.

Exclusions

- ✦ Memorials
- ✦ Partisan, political lobbying, or legislative activities
- ✦ Private foundations or endowments
- ✦ Legal expenses incurred in any action by or against the organization
- ✦ Fundraising activities such as events, fund drives, or annual appeals
- ✦ Fraternal, sectarian, and religious organizations where the grant is intended for the principal benefit of the organization's members or adherents, or where the grant is intended for inherently religious activities

Grantmaking Process

- ✦ **Application Deadline:** Grant applications must be received by Friday, May 7, 2021.
- ✦ **Submission:** Applications (cover form, narrative, and attachments) must be sent in one single PDF file to lgh@ghcf.org. Applications must follow the LGH forms and required elements. Please state the name of the organization in the email subject line.
- ✦ **Review:** LGH Grants Committee reviews all applications and selects the grant recipient. For transparency purposes, the evaluation rubric is included.
- ✦ **Award Notification:** The grant award notification will be sent in August 2021 and the virtual check presentation will take place during the LGH virtual annual meeting in September 2021.

¹ *Latinx* is a word that evolved from the feminist movement in the USA and is now used as an inclusive gender-neutral designation for individuals with a Latin American cultural background. It is not a race designation since Hispanics/Latinxs can be of any race.

² The Greater Houston Region is a statistical area designation that encompasses Harris County and adjacent counties.

GRANT APPLICATION CHECKLIST

- Signed Cover Form
- A two to three-page narrative including the following elements:
 - **Organization Background.** Please include mission, vision, brief history detailing important steps in the organizational development, and its main service areas.
 - **Community Challenges and Assets.** Summarize the community/beneficiaries' challenges the agency is addressing and the community/beneficiaries' assets the agency is engaging in its work. Do not include COVID-related challenges in this section.
 - **COVID-19 Pandemic.** Briefly summarize how the agency and its beneficiaries were affected by the pandemic and how the agency and its beneficiaries coped.
 - **Agency Services/Programs.** List the agency services and any best practices or research-based strategies the agency is implementing. State how those services are appropriate to the Latinx community. Please include how many beneficiaries/clients each service/program engaged in 2019 and 2020, as well as the projected numbers for 2021. If this is a multi-service agency, please limit answers to your top three/main services/programs.
 - **Success Metrics.** Briefly state how the agency evaluates its services and include a one-page attachment with the 2019 and 2020 results, as well as 2021 targets/projections.
 - **Top Five Sources of Revenue.** Include the main sources per type of revenue/income. For philanthropic support, please state names and amounts received in 2020 or committed for 2021; please specify if the donation/grant was general operating or state the program/service designation.
- Attachments:
 - 2021 operating budget detailing projected revenue and expenses
 - 2020 operating budget detailing actual revenue and expenses
 - A one-page 2020 services/programs evaluation results (Success Metrics) and 2021 targets
 - A recent success story, preferable of a Latinx beneficiary
 - Current board list indicating affiliations and whether or not the board member is of *Latinx* ethnicity. For example, *Latinx* or *Non-Latinx*
 - Beneficiaries/clients demographic profile form
 - If the agency administers a client satisfaction survey, please include a sample and its most recent results.

If the organization is applying through a fiscal sponsor, the fiscal sponsor must provide the following:

- A letter of commitment from the fiscal sponsor addressed to the LGH current president, Dalia Castillo.
- A signed MOU or agreement between the applicant organization and its fiscal sponsor
- Fiscal sponsors must have a GuideStar profile with a 2020 or 2021 gold or platinum designation.



Cover Form

(Please type your answers and make sure the form is displayed on one single page)

Organization: _____

Mailing Address: _____

Grant Contact Name: _____

Title: _____

Email: _____

Telephone: _____

Top three (Main) services /programs:
1. _____
2. _____
3. _____

Top three 2020 success indicators:
1. _____
2. _____
3. _____

Top three 2021 success targets:
1. _____
2. _____
3. _____

Percentage of Latinxs benefited by agency services in 2019 and 2020:
2019 = _____
2020 = _____

Are you a previous LGH grantee? No Yes **If yes, what year:** _____

General Operating Budget Total: \$ _____

Name of CEO or Executive Director: _____

CEO or ED Signature: _____ **Date:** _____

With my signature, I attest that this organization has policies and practices in place for inclusion and non-discrimination based on gender, sexual orientation, ability, age, religion, and immigration status.



Beneficiaries Demographic Profile

Agency Name: _____

Ages	2019 %	2019 Total	2020 %	2020 Total
0≤17				
18-64				
≥65				
Unknown/Other				
Totals				

Gender	2019 %	2019 Total	2020 %	2020 Total
Female				
Male				
Non-binary				
Unknown/Other				
Totals				

*** Please keep in mind Hispanic/Latinxs can be of any race. This classification is based on both the Census and HRSA guidelines. If the agency is not tracking beneficiaries in this way, please add a note explaining the classifications the agency uses and its rationale.*

Race\Ethnicity	2019 Non-Hispanic	2019 Hispanic/Latinx	2020 Non-Hispanic	2020 Hispanic/Latinx
Black\African American				
White\Caucasians				
Asian\Asian American				
Native\Native American				
Unknown\Other				
Totals				



Grant Application Evaluation Rubric

Agency: _____

Committee Member: _____

	Criteria	Missing	Somewhat	Fully
1	Organization Background -10 points. Information provided indicates that this is an established organization with evidence of growth and success . Its mission and vision align with the overall purpose of LGH philanthropic efforts. Overall information reviewed seems to indicate that the organization is committed to diversity and inclusion .			
2	Community Challenges and Assets - 10 points. The organization clearly conveyed its understanding of both community/client challenges and how they engage community/client assets in its work.			
3	COVID-19 Pandemic - Extra 5 points. The applicant stated the main challenges the organization faced and its level of resilience/ability to change. Also , the organization has a clear understanding of how the pandemic affected its beneficiaries as evidenced in primary or secondary data/examples cited.			
4	Agency Services/Programs - 20 points. The narrative and data shared clearly identified the main services the agency provides including two previous year’s results and current fiscal year projections. The narrative also includes information about best practice or research-based strategies incorporated in its programming/services as well as the way those services are appropriate for the Latinx community.			
5	Success Metrics - 20 points. Information provided demonstrates a combination of output and outcomes indicators to evaluate the work. Multi-year information demonstrates sustainable or incremental levels of success. 2021 projections seem to be sufficient to justify a ROI analysis. Additionally, a recent success story was included (add 5 points).			
6	Financial Status - 10 points. Information provided –such as budgets, sources of revenue, and financial documents in GuideStar, does not raise any concerns and seems to indicate financial stability and viability .			
7	Demographic Profile - 20 points. Commitment to serve and support the Latinx community is evident throughout the application and supported by data shared. Including, but not limited to meeting the eligibility criteria of serving AMO 50% Latinx beneficiaries. Add 5 points if there is Latinx board representation.			

Grading Guidelines:

- Clearly/Fully = Assign all points
- Somewhat/Mostly= Assign half the points
- Failed/Missed Elements = Do not assign any points

Total Points Assigned out of 100 /105 = _____