



Call for Beneficiaries

Bunnies 45  
Grant Application

## **BACKGROUND**

Each year, Bunnies on the Bayou inc. invites local non-profit charities and programs that seek to improve the quality of life for individuals in the LGBTQ+ community, to submit a grant proposal that will fund a specific program or project. Applications are accepted during the “Call for Beneficiaries” window only. Proposals are accepted or declined for that specific year, and selection does not guarantee acceptance in following years, just as a decline generally does not mean an organization is not allowed to apply in future years.

## **REQUIREMENTS**

- A. Not-for-profit organizations **MUST** have a **501(c)3** legal & tax status in good standing with the U.S. Internal Revenue Service. Status may not be pending, and an organization must have filed returns prior to application. **Other non-profit structures [501(c)4 etc.] are not eligible.**
- B. Bunnies On the Bayou does not fund political or religious activities, though a church-affiliated organization may be eligible to apply so long as the tax-exempt status of the organization sponsoring the proposed project is eligible.
- C. Preference is given to projects that have already been in operation for at least one year prior to application.
- D. Bunnies accepts proposals for a wide range of projects, but they generally fall into one of three categories: **Health & Wellness; Community Development; or Education.**
- E. Bunnies prefers not to fund overhead expenses greater than 1% of the total project budget, to include personnel or on-going rental/lease expenses. These category expenses should be fully explained in the narrative.

## **REVIEW PROCESS**

Bunnies On the Bayou membership will determine the number of proposals they will approve in any year. Failing to be selected may be due to the level of competition in a given year; not the overall worthiness of a project. The grant awards can vary in amount, but typically are capped at \$20,000. Beneficiary applicants are asked to create a detailed budget to help Bunnies make grant decisions. The final award received is based on the profits raised from the year’s Bunnies main event and though beneficiaries are notified of their selection before the event, Bunnies does not promise a specific award amount.

## **VOLUNTEER REQUIREMENTS**

Bunnies on the Bayou requires **all** beneficiaries to provide a Minimum 15 volunteer shifts for the weekend of the main event, March 30-April 1, 2024 . This is non-negotiable due to the growth of the event and the undertaking it has become. Volunteers must be over the age of 18 for Saturday and Monday volunteer shifts and must be over the age of 21 on Easter Sunday for the main event with a current TABC certification, All Sunday Volunteers must carry a TABC Certification. If there is a separate volunteer coordinator for the organization, their contact information should also be provided in the application. Failure to provide volunteers on behalf of the organization will factor into final grant award decisions.

The **Minimum** 15 shifts should include, as follows:

- Eight (8) volunteer shifts during **Second Shift** the Sunday main event (8 of which are TABC certified); First Shift registrants will not satisfy the tally.
- Three (3) volunteer shifts for **Tear Down** Sunday evening.
- Four (4) volunteer shifts for any set up on Saturday or Sunday morning, or unpacking Monday morning.

**Applicant organizations must agree to advertise all Bunnies on the Bayou events for the grant year cycle through agency social media outreach channels.**

### **Completing your application**

**Please make sure you include the following in your application submission:**

- Grant Application form
- Project Narrative outlining:
  - Specific need for the proposed project and
  - Anticipated outcomes for the individuals served as well as the impact on the greater LGBTQ community. Please provide any information on partnerships you have established for the means of carrying out your project and plans for sustainability beyond this grant year.
- Program Budget form
- Copy of the organization's most recent 990 tax filing.
- Copy of the organization's IRS determination letter verifying 501(c3) status.
- Please provide an Organizational Chart of leadership/key members along with a signed Organizational Viability Statement
- All grant funding from Bunnies on the Bayou must be spent within the designated calendar year, failure to do so or rolling over funding will disqualify an organization for the following year and repayment of funds. Beneficiary must notify Bunnies on the Bayou immediately if funds cannot be spent for intended program.
- Award recipients from the prior year must have already submitted their Follow Up Report by the stated deadline. Failure to submit an accurate follow up report will disqualify an organization.

### **DEADLINE**

Submit complete application by 5:00 PM on Friday, December 15, 2023. **No late Submissions will be accepted.**

### **REVIEW PERIOD**

Applicants are encouraged to submit applications prior to the deadline. Applicants will be notified if there are further questions by the committee. All applicants will be notified of their status once all proposals have been voted on. Selected beneficiaries will be unveiled to the public in Mid-Late January 2024.

### **SUBMISSION**

Please email your complete application submission and all requested documents including signed checklist in (PDF) format to: Beneficiary Committee [beneficiary@bunniesonthebayou.com](mailto:beneficiary@bunniesonthebayou.com)  
**Please CC Committee Co-Chairs:** [Ana.sanchez@bunniesonthebayou.com](mailto:Ana.sanchez@bunniesonthebayou.com) and [Brittney.jenkins@bunniesonthebayou.com](mailto:Brittney.jenkins@bunniesonthebayou.com); for questions please email co-chairs directly.

## Grant Application Form

### Organization

<b>Legal Name of Organization</b> <i>(Should be the same as on the IRS determination letter and as supplied on IRS Form 990)</i>	
<b>Year Organization Founded:</b>	
<b>Current Annual Operating Budget:</b> (Overall)	
<b>Executive Director:</b>  Name Phone Email	
<b>Financial Development Officer:</b> (if different from above):  Name Phone Email	
<b>Address</b> (principal or administrative office):	
<b>Mailing Address</b> (if different from above):	
<b>Website:</b>	

### Program

<b>Name of Project to be Funded:</b>	
<b>Amount Requested:</b>	
<b>Total Project Cost:</b>	
<b>Start Date for Project:</b>	
<b>End Date of Project:</b>	
<b>Geographic Area to be Served:</b>	

<b>Project's Overall Goal:</b>	
<b>Focus Area:</b> Define the main focus area for this project.	
<b>Who Is Served:</b> Provide specific demographic data on who your program serves. (This may include: age, gender, race/ethnicity, LGBTQ+ identifiers, SES, etc.)	
<b>Impact:</b> How does this project develop or advance the Houston LGBTQ+ community?	
<b>Project Narrative:</b> Describe the project to be funded (what are you doing, what is the benefit; severity of need; how Bunnies funding will be utilized) Describe outcome expectations and measures you will meet to define success for this project.	
<b>Volunteer utilization:</b> How do you incorporate volunteers into your organization and project throughout the year?	

**Sustainability**

Do you have partnerships/ collaborations/or MOUs with other groups for this project or program? What is their contribution?	
Have you previously received Bunnies funding? Please list year(s) and grant award.	
How does the organization plan to grow or expand services (not including potential grant from Bunnies)?	

Signatures: \_\_\_\_\_

President, Board of Directors

Date

\_\_\_\_\_

Executive Director

Date

### Program Budget Form

<b>Organization Name:</b>	
<b>Project Name:</b>	
<b>Program Start/End Dates:</b>	
<b>Amount Requested:</b>	

#### Budget Details

REVENUE CATEGORIES	COMMITTED FUNDS	PENDING FUNDS
<b>Grants/Contracts/Contributions</b>		
<i>Federal/state/local government</i>		
<i>Foundations (itemize on separate lines)</i>		
<i>Corporations (itemize on separate lines)</i>		
<i>Individual giving</i>		
<i>Other (specify)</i>		
<b>Earned Income</b>		
<i>Tuition/Fees/Dues</i>		
<i>Events</i>		
<i>Publications/Products</i>		
<b>In-kind Support</b>		
<b>Other (specify)</b>		
<b>Total</b>		

EXPENSE CATEGORIES	AMOUNT REQUESTED	TOTAL EXPENSE
<b>Personnel</b>		
<i>Salary</i>		
<i>Honorariums</i>		
<i>Consultant/Professional Fees</i>		
<i>Other</i>		
<b>Equipment (Itemize on separate lines)</b>		
<b>Consumables/Supplies (Itemize on separate lines)</b>		
<b>Rent</b>		
<b>Utilities</b>		
<b>Technology</b>		
<b>Other(specify)</b>		
<b>Total</b>		

