

BUNNIES ON THE BAYOU INC.

CALL FOR BENEFICIARIES 46 CHECKLIST

(Please Sign & Return this form with your submission)

FAILURE TO SUBMIT ANY OF THE REQUIRED INFORMATION MAY BE SUFFICIENT GROUNDS FOR REJECTION OF GRANT PROPOSAL.

- Grant Application Form *(Must Be Signed)*
- Project Narrative *(Detail Specific needs and Anticipated outcomes)*
- Program Budget form *(Please also include current Bank Statement from your financial institution)*
- Copy of the organization's most recent 990 tax filing *(*E-verification notice of submission is not acceptable)*
- IRS determination letter verifying 501(c3) status.
- Organizational Chart of leadership/key members. *(Please only include executive leadership)*
- Organizational Viability Statement. *(Must Be Signed)*

(Please verify that all the requested documents listed above are present and completed prior to submittal of proposal)

I Agree 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.

- Yes, Agree
- No, Disagree.

II. **I Understand** 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.

- Yes, Understood
- No, Not Understood

III. **I Understand** Bunnies on the Bayou will review and audit all bank statements and documentation for accuracy. Failure to truthfully report may disqualify an organization.

- Yes, Understood.
- No, Not Understood

IV. **I Understand** that 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.

- Yes, Understood. Eight (8) volunteer shifts during Second Shift the Sunday main event.
- Yes, Understood. Three (3) volunteer shifts for Tear Down Sunday evening.
- Yes, Understood. Four (4) volunteer shifts for any set up on Saturday, Sunday morning, or Monday morning.
- No, Not Understood.

I Understand and Agree Beneficiaries must Invite members of their organizations to attend all Bunnies on the Bayou V. Auxiliary events and make the events known to media followers.

- Yes, Understood. / Agree
- No, Not Understood / Disagree.

Submit complete application by 5:00 PM on Sunday, December 1, 2024.

No late Submissions will be accepted.

Please email your complete application submission in (PDF) format to: Beneficiary Committee beneficiary@bunniesonthebayou.com

Please CC Committee Chairs: Ana.sanchez@bunniesonthebayou.com and Brittney.jenkins@bunniesonthebayou.com for questions please email co-chairs directly.

As evidenced by signature below, I affirm that accepting this application conditions requires compliance with the Bunnies on the Bayou Inc. Conflict of Interest Policy, and Rules & Regulations. A signed Statement of Responsibility and the program policy and regulations are hereby incorporated as part of my contract with Bunnies on the Bayou Inc.

Organization

Name & Title of Authorized Representative

Signature

Date

Organizational Viability Statement

I verify that _____ is financially stable and not at risk of closure. With diverse and consistent revenue streams—including grants, individual donations, corporate sponsorships, and earned income—we have maintained a strong financial foundation. Our prudent budgeting and financial oversight ensure that we operate within our means, allowing for healthy reserves and the ability to respond to unforeseen challenges.

We conduct regular financial audits and adhere to nonprofit best practices, demonstrating accountability and transparency. Our commitment to fiscal responsibility ensures that we will continue to fulfill our mission and serve the Houston LGBTQIA+ community for the foreseeable future.

Organization

Name & Title of Authorized Representative

Signature

Date