BUNNIES ON THE BAYOU INC. CALL FOR BENEFICIARIES 47 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)

☐ Online Pre-Proposal **Beneficiary Webinar** [11.11.2025 @ 11am Zoom] **(Optional)**
https://us06web.zoom.us/j/82734012714?pwd=8baZ8DwJA4A72i6L2A9dcAMDiBUGQP.1
Meeting ID: 827 3401 2714 | Passcode: 213850

☐ In-person Pre-Proposal presentation, RFP Q&A [11.20.2025 @ 6:30-8:30 pm Montrose Center Room 106] **(Optional)**

I. **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

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 20 volunteer shifts** for the weekend of the main event, April 4-April 5, 2026. 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**. Failure to provide volunteers on behalf of the organization will factor into final grant award decisions.

☐ Yes, Understood. Ten (10) volunteer shifts during Second Shift the Sunday main event.

☐ Yes, Understood. Six (6) volunteer shifts for Tear Down Sunday evening.

☐ Yes, Understood. Four (4) volunteer shifts for any set up on Saturday, Sunday morning, or Monday morning.

☐ Yes, Understood. If selected It is my responsibility as a beneficiary (Regardless of organization size / community makeup) to recruit volunteers from within and/or externally from my organization that are of age and can be TABC certified.

V. **I Understand and Agree** Beneficiaries must meet compliance deadline and have 90% of their Volunteers registered and in shifts by March 22, 2026.

☐ Yes, Understood. / Agree

☐ No, Not Understood / Disagree.

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

☐ Yes, Understood. / Agree

☐ No, Not Understood / Disagree.

Submit complete application by 11:59 PM on December 15, 2025

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