



Chapelwood United Methodist Women's
Spring Thing Market
APPLICATION FOR GRANTS

The Chapelwood United Methodist Women sponsor Spring Thing Market each year to raise money for missions and projects that primarily help women, youth, and children in need throughout Houston and the world. Our grants are typically awarded to organizations that are effectively responding to the critical needs of the underserved, vulnerable and neglected in our community. These critical needs include hunger, homelessness, healthcare, education, job skills, recovery programs, etc.

The 59th Annual Spring Thing Market will take place at Chapelwood United Methodist Church on March 8 & 9, 2022. Chapelwood United Methodist Women disbursed approximately \$70,000 in local, national, and global grants in 2020 and your organization is invited to apply for a 2022 Spring Thing Market grant.

Instructions for Grant Application Submission

The grant application and supporting documents may be submitted via mail or email.

Mailing Address: UMW Spring Thing Market Grants
Chapelwood United Methodist Church
11140 Greenbay Drive
Houston, Texas 77024-6798

For more information or to submit the application and documents as a PDF contact: Nicole Wylie, 713-320-5422, nicole@kelm.us

Items required for a complete grant application submission

1. **Application Form:** The two-page application form must be completed by all organizations applying for funding.
2. **Tax-Exempt Status:** Submit a copy of your federal tax-exempt determination letter under Section 501(c)(3) for the Internal Revenue Code. Please also submit a copy of your most recent Form 990 Return of Organization Exempt From Income Tax.
3. **Board of Directors or Annual Report:** Include a listing of your Board of Directors and the most recent copy of your Annual Report, if you have one.

Criteria for Grants

- **Applications made for one-time grants are generally focused on specific quantifiable needs with measurable results or emergency needs, but can sometimes be for capital campaigns or improvements.** We highly favor projects that directly benefit women and children. Typically, we fund grants from \$500 - \$5,000.
- **OPTIONAL: If interested, please include in your grant application what can be acquired with the following gifts: \$500 & \$1,000.**

Timeline for Grants

- **The deadline for submitting your proposal is February 18, 2022.** For your application to be considered, all requested items must be provided by the deadline of February 18, 2022. Upon receipt and review of your application, a member of Chapelwood UMW may contact you to arrange a site visit.
- **Decisions regarding funding are made at the end of April.** We will reply by letter or email to you at that time. Thank you for your patience in allowing time to prayerfully and carefully consider these requests.

Sharing Publicity

We will email an electronic flyer to you in February for our market days. **PLEASE SHARE IT with your board of directors, staff, volunteers and supporters.** Chapelwood United Methodist Women's Spring Thing Market is one of the largest and oldest shopping markets in the Houston area. Known for its high-quality vendors featuring women's, men's and children's clothing, home decor, jewelry, specialty food items and more, the market has been raising funds for women and children in need for 59 years! The more patrons we have at Spring Thing, the more grants we can facilitate!

If you have applied for any grants to Chapelwood UMC or our Foundation within the past 12 months, you only need to submit the two-page application attached here.



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ORGANIZATION INFORMATION

Name: _____

Fed. Tax ID# _____ (Attach 501(c)(3) IRS Letter and IRS Form 990)

Mission Statement or Purpose of Your Organization (one sentence)

Executive Director _____ Phone _____

Address _____ Zip _____

Email Address _____ Total Number of Board Members _____ (Attach List)

Total No. of Staff _____ Administrative _____ Program/Service _____ Part time _____ Full Time _____

Total No. of Volunteers _____ Administrative _____ Program/Service _____ Avg. Hrs/Week _____

Are you affiliated with a national/state organization? _____yes _____no (If yes, please identify and explain affiliation.)

FISCAL INFORMATION (Full Fiscal Year)

Total Income \$ _____ Fiscal Year End ____/____/____

Sources of Funding:

Individuals: \$ _____ Churches: \$ _____ Foundations: _____

Gov't: \$ _____ United Way: \$ _____ Companies: \$ _____

Program: \$ _____ Endowments/Income: \$ _____

Total people served by the organization last year _____

Total people projected to be served by this request _____

Please attach any outside printed material explaining in detail about your organization (i.e.: newsletters, brochures, articles).

FUNDING REQUEST INFORMATION

Amount of Request \$ _____ Describe the critical need this funding will meet. _____

In one sentence, please summarize how the requested funds will be used to meet the need. _____

Separate from your grant request, please identify what can be acquired with the following smaller gifts:

\$500 _____

\$1,000 _____

Are you aware of any other organization providing a similar service or attempting to meet a similar need?

____ Yes ____ No If yes, please explain how your service is unique:

Are you working with other organizations to accomplish these program goals? _____

How will you evaluate your success in meeting the need stated above? _____

We hereby apply for funding in the amount listed above and certify that the information contained herein and the attached materials are true and correct to the best of our knowledge.

Please type or print:

Organization: _____

Executive Director: _____ Signature _____

Date: _____

I have attached:

501(c)(3) IRS Letter and IRS Form 990 ____ Yes ____ No/Not Applicable

List of Board of Directors and/or Annual Report ____ Yes ____ No/Not Applicable