



Clean Galveston Grant Proposal Application Information

Clean Galveston, Inc., dba Keep Galveston Beautiful, will primarily consider grant applications from qualifying nonprofit organizations within the City of Galveston, Texas. Grant applications for programs operating within the City of Galveston, Texas, even if operated by an organization that is based elsewhere within the State of Texas, will also be considered.

Clean Galveston, Inc., d.b.a. Keep Galveston Beautiful, is a Non-Profit Organization dedicated to the preservation and beautification of Galveston Island through litter control, education, and advocacy. The purpose of this organization shall be charitable and educational, within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, to promote public interest in the general improvement of the environment of the City of Galveston. Goals of Clean Galveston are to initiate, plan, direct and coordinate programs for litter control for the community on a sustainable basis and to advise and recommend plans and distribute grants to non-profit agencies, not-for-profit organizations, and the public for the beautification and education of the City of Galveston. Clean Galveston strives to support interests that create noticeable, positive change within our community with projects and actions that enhance the beauty and cleanliness of our environment, both natural and man-made. Based on Clean Galveston's current interest in improving our land-based environment, only grant applications pertaining to upland island activities and projects will be considered for awards.

Granting Procedures:

- Fund-raising benefits will not be considered or funded.
- Salaries or operational expenses are allowed but will not exceed 20 percent of the award amount. Include salaries and/or operational expenses as line items in the budget submitted in support of the application.
- Only one proposal per organization per year will be considered.
- There will be one granting cycle/year.
- Grants will be awarded on or before the first Monday of July.
- Grants will be awarded from a granting pool established every year by the Board of Directors. The applicant may apply for the entire amount of the established grant, or any part thereof, depending on need and strength of the application.
- Clean Galveston, Inc. requires a project completion summary report from the grant recipient. A summary report is required following the expenditure of funds which details how the funds were spent and the success of the project. Accompanying photos are encouraged, if applicable. Funds must be expended, and the report summary submitted, by May 1 of the following year. Failure to submit a summary report will exclude the applicant from participating in future grant awards. In the event that the funded project is not completed, the grant funds will be returned to Clean Galveston, Inc.

- Successful applicants are encouraged to submit the following year based on need and project.

APPLICATION DEADLINE: Applications **MUST** be submitted in PDF format via **EMAIL ONLY** to letscleangalveston@gmail.com and must be received no later than **June 1**.

APPLICATION DETAILS: All applications must include the following requested information, as completely and briefly as possible. Each proposal should be no more than 3 pages (excluding attachments). Please contact letscleangalveston@gmail.com for clarification in any area of proposal.

Organization Information:

- Name of organization including address, phone number and website address
- Organization Tx ID / EIN number, if applicable
- Name and email address of contact person
- Brief description of organization including mission statement and history
- Annual operating budget (Please attach.)
- Amount being requested

Project/Program Information:

- Description of project/program including title
- Description of collaborators involved with this project/program, if any.
- Describe the roles of each collaborating organization for this project/program.
- Describe the elements that make your project/service/program a unique fit for Clean Galveston, Inc.'s overall purpose as described above.
- Timeline of project/program
- Budget for this project/program (income and expenses)
- Describe your organization's fundraising plan for this project/program and include the following information.
 1. List all other organizations that provide funding for this project/program.
 2. List the amounts being solicited, received or pledged.
 3. If no funds have been raised to date for this project/program, describe how your organization has been successful in raising funds in past years.
 4. Describe the plan of action for this project/program if your organization is unable to raise the full amount needed pursuant to your fundraising plan.
 5. Include with this application copies of all third-party required permits or approvals needed to accomplish the project/program for which funds are requested.

6. Grant award winners will be notified of their selection to receive funding, but funding will be pending by Clean Galveston, Inc., until needed permits/approvals are secured by the applicant.
- Plans for evaluation: please specify expected outcomes, including proposed methods for measurement and monitoring. Describe the impact these outcomes will have on the project or issue.