



Grant Submission Guidelines

Background

Since 2007, the Asian American Giving Circle of Greater Houston (AAGC) has provided two yearly grants (approximately \$5,000 each) to Asian American non-profit organizations in Houston. This year, we are asking submitting organizations to create a short video explaining how this grant will benefit their non-profit. Paper applications are still acceptable but video is preferred. Once all applications are received, AAGC members will have a video screening to view the submissions and will decide who will receive the two grants for 2013.

Purpose

The purpose of the video is to show AAGC members what your organization is like, allow us to virtually “meet” some of the clients impacted by your services, and provide you with the creative freedom to tell us the story and needs of your organization that might otherwise be limited in a paper application. Feel free to have fun, heartfelt, and creative with your video. Quality of video/production will not be considered in your evaluation so do not feel pressured to use professional equipment. Using the video function on your camera, cell phone, web cam etc. are all acceptable as long as the sound quality is audible. The purpose of AAGC grants is to provide funds for services that impact the greatest needs in the Houston Asian American community. Winning videos will highlight how their services are impacting these needs and specifically show how the grant money will increase their reach/impact.

Guidelines

Please submit a video (max 5 minutes in length) and/or submit a written response that addresses the information below. For example, any bullet points that are not addressed in the video can be submitted on a separate document. Full written applications are also acceptable, but please note video submissions are preferred. Please include the Profile Information sheet with your submission.

- Introduction of yourself and name of the organization
- Your role and where the organization is located
- Population you serve or work alongside
- Key challenges and opportunities you have with this population/community
- Organization’s most recent accomplishment and why you are proud of this
- How your organization measures impact
- 1-2 keys ways your organization works to ensure financial sustainability
- How your organization would spend a grant of \$5,000 and how it will further your mission



PROFILE INFORMATION

Organization Name : _____

Name Of Program/Department To Receive Funds (If Applicable) : _____

Mission : _____

Annual Operating Budget : _____ Number of paid staff : _____

Number of Volunteers : _____ Year Organization Formed : _____

Contact Name : _____ Phone : _____

Email : _____ Tax Status/Fiscal Sponsorship Status : _____

Please email videos and profile information to Dana Heatherton at Membership@AsianAmericanGCGH.org. Please send videos via Dropbox. If you do not have a Dropbox account, please download a free one using this link <https://db.tt/lyOTFoIN>. For questions, please contact Dana Heatherton at Membership@AsianAmericanGCGH.org.

****SUBMISSIONS DUE BY FRIDAY, NOVEMBER 22nd****