



Asian American Bar Foundation of Houston, Inc.

P.O. Box 1351
Houston, Texas 77252

Community Organization Grant (2023) Grant Application Guidelines

I. Mission

The Asian American Bar Foundation of Houston, Inc. (“AABF”) seeks to award up to three (3) community organization grants totaling **\$26,000** to a charitable non-profit 501(c)(3) organization whose pursuits will impact the Greater Houston Metropolitan Area by (1) expanding the scope of legal services available to the AAPI community; (2) increasing the number of AAPIs working as lawyers or in legal services; (3) educating members of the AAPI community of their civil and legal rights; (4) stimulating legal discourse by and/or about AAPIs, the AAPI cultures and AAPI communities; or (5) otherwise promoting the interests of AAPIs in the Houston Metropolitan Area. The AABF may give preference to non-profit organizations that are incorporated in or formed under the laws of the State of Texas.

II. 2023 Grant Opportunities

Each grant amount may vary based on the number of awardees and your organization’s proposed use of the funding. The foregoing criteria may be weighed in any order as determined by the AABF. Applicant organizations must be charitable non-profit 501(c)(3) organizations that demonstrate a substantial connection to the greater Houston metropolitan area.

III. Application Requirements

Applicant organizations should submit application packages containing the following information to the Scholarship/Grant Committee:

1. Name of applicant organization.
2. Contact information (name, address, telephone number, e-mail address) of applicant organization and representative of applicant organization.
3. Proof of 501(c)(3) status of the organization.
4. Proof of substantial involvement with the Houston community.
5. Copy of the mission statement (or, if no official mission statement exists, a statement of the primary purpose) of the applicant organization and information and materials about the applicant organization sufficient for the Scholarship/Grant Committee to understand the purpose of and activities conducted by the applicant organization.

6. Information regarding any recent events held, or programs administered, by the applicant organization that promote the five goals of the AABF stated above. You may include events from the past two calendar years leading up to your submission. You are encouraged to provide photos, flyers, marketing materials, and information about participants and/or results.
7. Description of the program or event for which the grant funds are to be applied (the more detail, the better). Please keep in mind that the AABF cannot fund programs or activities that are not in keeping with its mission. Therefore, program and activity descriptions should be detailed enough for the AABF to discern whether it is within the AABF's mission of serving AAPI communities in the greater Houston Metropolitan Area. **Keep in mind that the AABF is a nonpartisan, apolitical organization that will not be able to fund activities involving political activity or partisan lobbying.**
8. A proposed budget for your proposed program or event. Please be detailed and include line items for every category of anticipated expense.
9. Any other information that applicant organization desires to provide to assist in the application process.

Applicant organizations are advised to use these application guidelines as a reference and checklist to ensure that all necessary information is provided with the original application package. The AABF Scholarship/Grant Committee may contact applicants if additional information is required, but the Scholarship/Grant Committee reserves the right to disqualify application packages from consideration if key information is not included. The AABF reserves the right to subdivide the grants or increase the number of grants in its sole discretion.

IV. Final Reporting Requirement

Regardless of the amount awarded, any grant recipient is **required to submit a final report** no later than thirty (30) days after completion of the funded program or event. This final report should explain how the grant funds were used, which AAPI communities or demographics were served, and how many members of the community participated in the event or program.

Failure to provide the final report may jeopardize future grants to the recipient organization. We also encourage you to engage trustees of the AABF and members of the AABA to attend and participate in the event/program.

V. AABA Gala Requirement

The AABF honors its scholarship and grant awardees at the annual charity auction and gala hosted by its sister organization, the Asian American Bar Association of Houston. If your organization is awarded a grant, you will be expected to assist the AABF in preparing a summary and/or brief presentation of your funded event/program. Your organization should also be prepared to send one representative to the annual auction and gala, which will take place on September 22, 2023.

VI. Submission

Application packages must be sent via email in PDF format by **no later than August 18, 2023** to both of the following:

Chris Lee
Chair of the AABF Board of Trustees
Chris.Lee@getethos.com

Heaven Chee
AABF Trustee
heavenchee@gmail.com

When sending your application material via email, you must include “AABF - COMMUNITY GRANT” in the subject line. Please send a follow-up email if you do not receive a reply confirmation within three business days. You may also submit any questions about the process in writing to the above contacts.