LUNAR RENDEZVOUS FESTIVAL DISTRIBUTION OF FUNDS FORMS

Dear Charitable Organizations:

Welcome to the Annual Lunar Rendezvous Festival! The first Lunar Rendezvous Festival was held in 1965 to celebrate the rendezvous of Gemini IV and Gemini V in space and to preserve the history and accomplishments in the space sciences area. Over the years, the festival has grown beyond its founder's imagination. Each year, hundreds of volunteers work together to foster community spirit and raise funds to benefit the Bay Area. The proceeds from the Lunar Rendezvous Festival are used to award need-based college scholarships and provide program funding for local non-profit organizations in our community. Lunar Rendezvous Festival distributes funds to organizations that have projects that are complementary to the festival's mission statement, which follows.

Mission Statement

Clear Lake Lunar Rendezvous Festival is dedicated to providing community-based support including scholarships for higher education, youth development and educational programs, funding for the arts and historical preservation in the Bay Area Houston/NASA area.

With many demands and requests for charitable donations, the following information will be used to evaluate and review your request for funds from the Lunar Rendezvous Festival. Please identify a project or program you would like to be considered for possible Lunar Rendezvous Festival funds distribution.

By this request, you are providing permission for this information to be used in future publicity and public relations efforts supporting the Lunar Rendezvous Festival. Taking into account the guidelines, bylaws, and the success of the current year's festival, your request will be given careful consideration. Distributions of funds are determined yearly following the completion of the festival at the end of July. ***This completed form and Post Report must be returned via email (dof@lunarrendezvousfestival.org) by August 1st, no later than 5:00 pm, to be considered for distribution of funds.*** Thank you for your interest.

Warm Regards,

Lunar Rendezvous Festival
Advisory Board
dof@lunarrendezvousfestival.org



LUNAR RENDEZVOUS FESTIVAL
DISTRIBUTION OF FUNDS GUIDELINES

Pursuant to the Board Policies of Lunar Rendezvous Festival, the following guidelines will be used by the Distribution of Funds Committee when considering grant requests. Applications must be submitted no later than **August 1st** in accordance with the request format specified herein.

1. Tax-Exempt Status
   The requesting organization must be tax-exempt. Requests must be accompanied by a copy of the tax-exemption letter from the IRS and evidence as to the organization's qualification as a public charity organization as defined in section 509(a)(1), (2), or (3) of the Internal Revenue Code.

2. Request Format
   Each request must be in writing and must be accompanied by the items set forth in the Distribution of Funds Application, including the Community Assistance Grant Summary sheet.

   Grant application forms and supporting documentation must be submitted by August 1st:
   - Please send all required documents to dof@lunarrendezvousfestival.org by 5:00 pm on August 1st.

3. Geographic Restriction
   The grant amount requested must be spent to benefit the residents of the Bay Area/NASA area metroplex located in Texas.

4. Criteria
   A request will be considered if it meets one or more of the following criteria:
   a. It addresses youth development; or
   b. It supports educational programs; or
   c. It promotes the arts in the community.

5. Capital Campaigns
   Requests for funds for capital campaigns will not be considered.

6. Employee Salaries and Compensation
   Requests for employee salaries and compensation will not be considered.

7. Requests for Reimbursement
   Requests for reimbursement of monies in which the requesting organization has already made the expenditure will not be considered.

8. Frequency of Grants
   Organizations must apply for a grant in the year in which the requesting organization is to be awarded. Applications are not carried over from one year to another.

9. Financial Information
   The following financial information must accompany all grant requests:
   - Financial statements from the last two fiscal years (audited if available)
   - IRS Form 990 for the last two years
   - Current operating budget
   - Tax status: Evidence of the applicant's status as an exempt organization for federal income tax purposes.
   - Current IRS W-9 Form
   - Itemized budget for the program requested to be funded.

10. Recognition of Lunar Rendezvous Festival
    Lunar Rendezvous Festival must be recognized as the donor when funds are used to fund a specific program. The recipient shall submit in writing how this shall be accomplished with the request for funds.

11. Attendance at the spring Kick-Off event
    We request that you or a representative from your organization attend the Lunar Rendezvous Festival Kick-Off event and appear in a photograph with other grant recipients.

LUNAR RENDEZVOUS FESTIVAL
DISTRIBUTION OF FUNDS SUMMARY

Please attach this form to the front of your grant request package. Although each proposal will be thoroughly read, this form helps streamline the grant review process. You must complete the entire package to be considered for a Distribution of Funds Grant. If handwriting your responses, please print.

1. In as few words as possible, please describe your grant request. *(Examples: ABC Agency is requesting $1,000 for the purchase of DEF to be distributed with our GHI program; LMN is requesting $2,000 toward the OPZ for XYZ.)*

   _____

   _____

2. What criteria does the grant request satisfy? (Circle/highlight all that apply)
   a. It addresses youth development; or
   b. It supports educational programs; or
   c. It promotes the arts in the community.

3. Name, title, telephone number, and email address of primary contact for any further details or questions.

   Name: _____ Title: _____

   Telephone: _____ Email: _____

4. Who should receive the contract if your agency is chosen as a grant recipient?

   Name: _____ Title: _____

   Telephone: _____ Email: _____

   Address: _____

   City: _____ State: _____ ZIP Code: _____

5. Would you be willing to accept partial funding? If so, what would be the priority covered?

   _____

LUNAR RENDEZVOUS FESTIVAL
DISTRIBUTION OF FUNDS APPLICATION

I. Background information on organization requesting funds

A. Name and purpose of organization
1. Name
2. Purpose/mission
3. Number of people served and where; population segments served in Harris and/or Galveston counties

B. Brief summary of organizational activities
1. Activities/programs
2. Success to date in meeting purpose

C. Organizational structure
1. Name and biographical sketch of paid chief staff person or executive officer
2. Names of individuals serving on the board of directors
3. Number of paid, full-time employees
4. Number of paid, part-time employees
5. Are volunteers used in your activities? How many? How are they used?
6. Is your organization 100% volunteer-run?

II. Summary of proposed activity

A. Statement of the problem or need that the funding will address

B. Description of the project for which funding is sought

C. Specific goal(s) or objective(s) of the project

D. How will this grant benefit your organization and/or community?

E. Specific amount requested from Lunar Rendezvous Festival.

F. Itemized budget of request (when equipment is requested, include a written estimate)

G. How are you planning to fund this project?
1. Funds on hand
2. Funds pledged
3. Other committed sources of funding
4. Specific amounts requested from other sources (see Section V. below)

H. Justification of need

I. Administration and operation plans. What organizational resources will be devoted to this project?

J. Dates for implementation and conclusion

K. How will you evaluate the impact or success of the project?

L. If you have received a Lunar Rendezvous Festival Grant in the past, please describe the impact of the festival's previous gift.

III. Please expand on how your request meets one or more of the following criteria as required by Lunar Rendezvous Festival Community Assistance Guidelines:

A. It addresses youth development

B. It supports an educational program

C. It promotes the arts in the community

IV. Financial information

A. Financial statements from the last two fiscal years (audited if available)

B. IRS Form 990 for the last two years

C. Current operating budget

D. Tax status: Evidence of the applicant's status as an exempt organization for federal income tax purposes.

E. Current IRS W-9 Form

V. Please explain how your organization has participated in this and prior Lunar Rendezvous Festivals.

VI. Lunar Rendezvous Festival must be recognized as the donor when funds are granted to fund a specific program. Please explain how this shall be accomplished. If you received a grant from last year's festival, provide written proof of recognition to the festival for this grant, such as a website, social media post, press release, etc.

VII. By submitting a Community Assistance Grant application, you are agreeing to notify Lunar Rendezvous Festival immediately in the event funding for the item(s) requested is committed or received from another source.

VIII. Post Report Requirements

A. In order to be considered for funds, each applicant must submit a completed Attachment A – Post Report Expense Ledger, which is a ledger requesting specific information and "proof" that the funds were used in the intended manner. The ledger can be found and downloaded on our website under the "About Us" tab or by clicking on the "Philanthropy" icon.

B. Along with Attachment A, printed examples of how the Festival was recognized must be submitted. Along with Attachment A, describe any anecdotal information and/or human-interest stories that have occurred as a result of this grant.

C. Previous award recipients will not be considered if a Post Report is not submitted with your application prior to August 1st. A Post Report includes a completed Attachment A, printed examples of recognition, and a human-interest story.

DISTRIBUTION OF FUNDS REVIEW – LUNAR RENDEZVOUS USE ONLY

Received: _____ Notes: _____

501C3? ☐ Yes ☐ No Accepted/Denied ☐ Yes ☐ No Approved by _____

Correspondence sent: ☐ Yes ☐ No Date _____