

# THE JOHN M. O'QUINN FOUNDATION

## GENERAL INFORMATION AND GRANT REQUEST GUIDELINES

---

### ABOUT THE JOHN M. O'QUINN FOUNDATION

John M. O'Quinn (1941-2009) established The John M. O'Quinn Foundation (the "Foundation") in 1986. With his death in 2009, Mr. O'Quinn bequeathed his entire estate under his will to the Foundation. From its inception through November 2012, the Foundation has awarded more than \$94 million in grants, most of which have been awarded within the State of Texas with a special emphasis on the Houston area, Mr. O'Quinn's home since his youth. Although the Foundation supports a wide variety of charitable activities, in honoring Mr. O'Quinn's legacy, the Board of Trustees has continued the Foundation's predominant focus of support in the Houston and surrounding areas for education, health, environment, medical-related projects, and programs benefitting underprivileged youth.

The Trustees of the Foundation are Robert C. Wilson III, David A. Ott, M.D., Corbin J. Robertson III, and Anette Edens, Ph.D. **Please direct all inquiries to Lindsey F. Smith at (713) 871-5860 or [lindsey@oquinnfoundation.org](mailto:lindsey@oquinnfoundation.org).**

### 2017 TRUSTEE MEETINGS AND GRANT REQUEST SUBMISSION DEADLINES

The Board of Trustees meet quarterly to consider grant request submissions. Grant requests must be received no later than 5:00 p.m. on (i) March 1 for consideration at the March 28 meeting, (ii) June 1 for consideration at the June 27 meeting, (iii) September 1 for consideration at the September 26 meeting, and (iv) November 1 for consideration at the December 12 meeting.

Any grant requests submitted prior to a quarterly meeting but after the submission deadline for such meeting will be considered at the following Trustees' quarterly meeting. In addition, consideration of grant requests that are incomplete at the time of submission or for which the Foundation determines additional information or documentation is needed may be delayed. Therefore, if your organization's funding is needed by a specific date, your grant request should be submitted well in advance of the deadline to allow time should the Foundation need additional information or documentation.

### GRANT SUBMISSION GUIDELINES

Grant requests will be considered only from (i) tax exempt organizations described in Section 501(c)(3) of the Internal Revenue Code (the "Code") and further classified as a public charity, that is, an organization which is not a "private foundation" within the meaning of Section 509(a) of the Code, or (ii) governmental units described in Section 170 of the Code. However, grants will not be made to any public charity classified as a type III supporting organization which is "not a functionally integrated type III supporting organization" within the meaning of Section 4942(g)(4)(A)(i) of the Code.

The Foundation does not make grants or loans to individuals or foreign charities or to directly or indirectly support candidates for political office or influence legislation.

Submissions are accepted by mail only. Electronic submissions will not be considered. Acknowledgements of receipts will be made by email within one week of receipt.

**The following information should be included when submitting a grant request (including requests for events):**

1. A cover letter on the organization's letterhead and signed by the chief executive officer (e.g., President, Executive Director) that includes a brief history of the organization, the mission statement, a description of the need for and the intended use of the grant as well the amount of money needed. If there is a challenge or matching grant in existence to which the requested grant relates, please provide the details. Also, if your organization has previously received funding from The John M. O'Quinn Foundation, please include the amount of funding received and when.
2. A copy of the organizational budget for the current year and the next year (if available) and a budget for the specific project to be funded.
3. A listing of the sources of financial and/or in-kind support for the project or program to be funded, noting funds received, awarded/pledged, pending and planned to be submitted.
4. A current list of the Board of Directors or other governing body along with the percentage of total support coming from the Board of Directors as well as the percentage of Board of Directors that contributes to the organization.
5. A copy of the organization's most recently filed Internal Revenue Service (IRS) Form 990.
6. A copy of the organization's latest year's audited financial statements and a copy of the organization's most recent interim financial statements.
7. A copy of the exemption letter from the IRS evidencing that the organization is an institution described in Section 501(c)(3) of the Internal Revenue Code (the "Code") and is not a "private foundation" within the meaning of Section 509(a) of the Code.
8. If the organization is a supporting organization, identification of the type of supporting organization and a written representation that the organization is not classified as a type III supporting organization which is not a "type III functionally integrated supporting organization" within the meaning of Section 4942(g)(4)(A)(i) of the Code. If the organization is a supporting organization, additional information and/or documentation may be required.
9. Letters of support (preferred).

Only one copy of the requested information is required. No proposal will be reviewed until all of the required documentation listed in (1)-(9) above has been received. Please do not send videotapes, DVDs, or CDs, and **do not send the proposal in a folder or binder** of any kind.

Please address your grant request to:

**Robert C. Wilson III, President  
THE JOHN M. O'QUINN FOUNDATION  
19 Briar Hollow Lane, Suite 100  
Houston, Texas 77027**

The Board of Trustees is responsible for the final approval of each grant. Since the Foundation receives grant requests far in excess of its ability to fund, only a small portion of requests can be approved. A decision not to fund a proposal does not necessarily reflect on the merits of the applicant-organization or the value of the proposal.

As mentioned above, all inquiries should be directed to Lindsey F. Smith at (713) 871-5860 or [lindsey@oquinnfoundation.org](mailto:lindsey@oquinnfoundation.org).