



2023 CenterPoint Foundation Charitable Giving Guidelines

Please read all information before applying for a grant.

Who We Are

The CenterPoint Energy Foundation (“Foundation”) strives to be a catalyst in our communities by leveraging everyday opportunities and resources to achieve extraordinary outcomes. That’s why we invest in initiatives that not only improve our stakeholders’ lives today, but also build a strong foundation for tomorrow. Our corporate giving focuses on fostering a high quality of life in the communities we serve.

CenterPoint Energy recognizes that our success – and the success of our neighbors – is inextricably linked to the vibrancy of our communities. We seek to improve the communities we serve by supporting programs that encourage community connections, improve quality of life and promote inclusion to help communities thrive. We recognize that an educated and engaged community is critical to the future of our business and our communities. We are committed to ensuring all students have the opportunities and tools they need to succeed academically, explore potential careers and be equipped to enter the workforce.

Key Facts to Understand Before You Apply

The Foundation awards grants annually to eligible organizations in Indiana, Louisiana, Minnesota, Mississippi, Ohio, and Texas, where our company has a business presence. A list of counties CenterPoint Energy serves is located in Appendix A attached to this document.

We will review proposals from eligible organizations where our company has a business presence during the grant cycles below. We encourage organizations to submit requests during the cycle that works best for their budget as **funds are available in each cycle**. Applications must be submitted by the deadline to be considered for funding.

2023 Grant Cycles:

- **Cycle 1:** February 1 – March 10, 2023 (cycle closes at 5:00 p.m. CST)
 - Grant decisions will be communicated by end of June 2023
- **Cycle 2:** July 1 – August 18, 2023 (cycle closes at 5:00 p.m. CST)
 - Grant decisions will be communicated by end of December 2023

Submitting Grant Applications

All grants must be submitted via our online grants application system:
https://www.cybergrants.com/centerpoint/CNPGives_EligibilityQuiz.

Due to the volume of grant applications we receive, each application is evaluated on a competitive basis as we strive to fund programs with strong impact and measurable outcomes within our funding priorities.

While CenterPoint Energy values our business relationships and takes tremendous pride in serving our communities, the Internal Revenue Service stipulates that the Foundation may not consider business relationships when making grant-award decisions to avoid self-dealing practices.

Any changes to the application process will be posted on www.centerpointenergy.com/foundation.

For a sample grant application and sample impact report, please see Appendix B.

Funding Priorities

Our funding targets innovative, effective and measurable programs enhancing the quality of life within our communities and support the following giving pillars: **Community Vitality and Education**. Priority consideration is given to programs that serve low- to moderate-income families and underrepresented populations. Consideration is also given to initiatives that focus on diversity and inclusion. Key focus areas within the giving pillars include:

Community Vitality

- *Thriving Communities* – Quality of Place and resident-led initiatives leading to vibrant neighborhoods, cities and states
- *Affordable Housing* – Initiatives leading to increased access to quality, affordable and energy-efficient housing
- *Environment* – Energy Efficiency and conservation efforts as well as environmental education programs

Education

- *Quality Literacy Programs* – Literacy and tutoring programs focused on early childhood through adult learners
- *STEM Programs* – STEM (Science, Technology, Engineering, Math) education programs targeted to under-resourced areas and/or underrepresented populations; Digital device access
- *Workforce Development* – Programs addressing needs of our communities; credentialing programs providing skills for living wage jobs

Foundation Charitable Giving Programs

The Community Relations staff administers the following *primary* charitable programs, which are detailed below. If approved for funding, all payments will be made electronically as outlined in more detail in one of the *Frequently Asked Questions*.

- **Foundation Grant**

This grant application is open to 501(c)(3) nonprofit organizations that meet the eligibility requirements as outlined on the next page. Organizations must be located within our corporate footprint and carry out programs related directly to our funding priorities, mission and vision. Applicants should expect a waiting period of up to 90 days from submission to final decision making.

- **Easy Match**

Easy Match (the company's matching gifts program) furthers CenterPoint Energy's charitable giving by matching employees' personal donations dollar-for-dollar to eligible 501(c)(3) non-profit organizations.

- **Volunteer Grants**

The Volunteer Grant program provides a grant to employees who volunteer 40 or more hours with a single 501(c)(3) non-profit in a calendar year.

- **Board Service Grants**

The Board Service Grant program provides a grant to an eligible 501(c)(3) non-profit organization for employee board service.

To be considered for grant funding, organizations must:

- Be a nonprofit organization and have obtained recognition of tax-exempt status under Section 501(c)(3) as a public charity under Code 509(a) and in good standing. (If an organization is exempt under Section 509(a)(3), it must be Type I or Type II.)
- Have their organization's primary address located within CenterPoint Energy's footprint.

What we look for in an applicant organization:

- Financial stability
- Mission closely related to the Foundation's priorities
- Strong leadership and governance
- Reflective of the community being served (Diverse board and staff; engaging clients in development, implementation and/or evaluation of programs)

When reviewing proposals, preference is given to funding opportunities/initiatives that:

- Fit closely with the Foundation's funding priorities
- Address community needs related to our funding priorities
- Include financial commitments from a variety of sources
- Utilize an effective evaluation plan specific to the proposed funding opportunity/initiative
- Demonstrate measurable and sustainable goals and outcomes

Restrictions

The CenterPoint Energy Foundation does not provide grant funding for the items or organizations listed below.

Please note, this is not an exhaustive listing and additional restrictions may also apply.

School clubs/organizations, including, but not limited to bands, athletic or academic teams, booster clubs, PTO/PTA	Organizations that discriminate on the basis of race, culture, gender, sexual orientation, age, or religion
Meals, tickets, dues, memberships, fees, travel, tuition, subscriptions, and other tangible benefits	Political, labor, military, international or fraternal organizations
Childcare fees/subsidies or K-12 tuition	Programs administered by religious organizations for religious purposes
Sponsorships, fundraisers, races, telethons, marathons, benefits, banquets, galas, golf tournaments, festivals, or other events	Debt retirement or funding of any activity that is already completed
Individuals	Contests, competitions, athletics, pageants, or talent contests
Scholarly or medical research	A 509(a)(3) Type III supporting organization charity
Endowments or scholarships	Previous grantees who have not submitted required reporting

Frequently Asked Questions

Please review the questions below for more information before starting an application.

1. Q: Are there deadlines for applying?

A: Yes. The deadlines for 2023 are below:

- **Cycle 1:** February 1st-March 10th (cycle closes at 5:00 p.m. CST)
- **Cycle 2:** July 1st-August 18th (cycle closes at 5:00 p.m. CST)

Please see www.centerpointenergy.com/foundation or contact the Foundation at CNPGives@centerpointenergy.com for additional questions.

Please avoid waiting until the day of to submit, as we cannot help with technical issues related to the grant management software. Note that the turnaround time for answers to questions is typically 24-48 hours.

2. Q: Does my organization have to be located in an area served by CenterPoint Energy to receive a grant?

A: Foundation Grants are limited to organizations that have their primary address located in a community CenterPoint Energy serves. Consideration may be given to organizations who serve communities within CenterPoint Energy territory but are located outside of it. Please email CNPGives@centerpointenergy.com if this applies to your organization. A list of counties CenterPoint Energy serves is located in Appendix A attached to this document.

3. Q: Are nonprofits required to have a 501(c)(3) designation to apply?

A: Nonprofits applying for a Foundation grant must be tax exempt under Section 501(c)(3) and recognized as a public charity under Code Section 509(a) and in good standing. (If an organization is exempt under Section 509(a)(3), it must be Type I or Type II.)

4. Q: My organization is a current grantee. Are we eligible to apply for additional funding?

A: If your organization has been awarded a grant within the last 12 months, additional requests for the same funding will not be considered until a final report has been submitted.

5. Q: Can I apply for multiple grants within the same calendar year or time period?

A: Yes, however, please note that due to the volume of requests received, we will take into consideration all commitments made per organization into our overall decision.

6. Q: Does the Foundation provide funding to daycare or childcare centers to subsidize the cost of tuition, fees, or other childcare related costs?

A: Unfortunately, families across our footprint are facing rising childcare costs. Due to limited resources and a desire to remain fair and equitable, we are unable to fund tuition assistance programs or other childcare related costs.

7. Q: Do you fund salaries and/or general operating expenditures?

A: At this time, the Foundation is not accepting applications for general operating expenditures. We will not consider requests for salaries, fringe benefits, and overhead on a standalone basis. The most competitive grant applications will be capital or programmatic in nature. Please email us at CNPGives@centerpointenergy.com if you have further clarifying questions.

8. Q: What is the difference between a Foundation grant and an event sponsorship?

A: Foundation grants are provided to IRS designated 501 (c)(3) non-profit organizations. Grants are charitable donations used to fund general operating costs, program costs, and initiatives that are large in scope and impact, and other programmatic activities undertaken by nonprofit organizations.

Sponsorships are monetary contributions given in support of events or activities in exchange for advertising and/or publicity. These decisions are made at a regional level.

9. Q: May we submit more than one application at a time?

A: Yes. Priority will be given to the initial application. If a grant is awarded to an organization, existing funding will be considered when evaluating any additional application within the same grant cycle/calendar year.

10. Q: What is the process for applying for a grant?

A: The Foundation grant application is open to nonprofit organizations that are located within our corporate footprint and are seeking to carry out programs related directly to our funding priorities, mission, and vision. All applicants must submit their application via our online grant portal to be considered for funding. Applicants should expect a waiting period of a minimum of 90 days from submission to final decision making.

11. Q: How do I apply?

A: Applications must be submitted online through the CenterPoint Energy website. Proposals are not accepted via email, postal mail, or fax.

12. Q: When does the Foundation board meet?

A: The Foundation board meets after the end of each cycle to make decisions on grant applications.

13. Q: What is an appropriate request amount for a Foundation grant?

A: The amount requested from the Foundation should be proportionate to your program goals, funding opportunity budget and expected income from other sources. Funding is ultimately contingent upon the initiative's alignment with the Foundation's priorities and funding availability from the Foundation's annual budget.

14. Q: What e-mail address should be used for the account?

A: When setting up your online account username and password for the application, please ensure the appropriate individual has access to the account. You may want to consider using a generic email address (grants@nonprofit.org or info@nonprofit.org) to ensure continuity of access in the event of staff turnover. Impact reports and communication regarding grants will be emailed to the submitter, and future funding will be contingent on successful completion of all reports.

Please make sure you add CNPGives@centerpointenergy.com to your safe senders/contacts list to ensure you receive communication from the Foundation regarding your application.

Applications will also ask for a finance contact to facilitate payment should your grant be funded. This email cannot be changed for short-term absences such as vacation and will be notified via email from our payment vendor bill.com 3 days prior to payments being released. In the event no one responds to the email, a paper check will be mailed to the address on record that is associated with your grant proposal.

If you are using a fiscal agent to receive payments, please make sure this information is accurate.

Organizations can edit/add/delete contacts to their profile to ensure contact information is up to date.

If you do not have access to your account, please email centerpointenergy@cybergrants.com to request help as our internal team is unable to process these requests.

15. Q: I am locked out of my Cybergrants account; can you please reset my password?

A: We do not have access to any account information including passwords and log in credentials. Please contact Cyber Grants directly at centerpointenergy@cybergrants.com.

16. Q: Can I copy and paste information from a Word document into one of the application's text boxes?

A: Yes. The application consists of text and number fields. You can copy information from an existing document and paste into the appropriate text box in the application. You will also be able to upload attachments to the application. **However, please copy as plain text to avoid errors related to character limits.**

17. Q: I do not have all the required documents in an electronic format. How do I submit them?

A: All documentation is required to be submitted in an electronic format with the application. Please scan the documents to create a PDF of your documents and attach them to your application.

18. Q: What is required of my organization if approved for funding?

A: All grant applications that are approved for funding will require the following:

- Signed Grant Agreement
- Payment will be made electronically via a third-party vendor (bill.com)
- Grant Reporting – an annual impact report will be required to be submitted electronically through your online account and is due within 30 days after the grant period is over.

Note: We have made some enhancements to our online grant applications with greater emphasis on measurable outcomes. These requirements are to be submitted in a timely manner. Overdue requirements can affect scheduled payments as well as future funding.

19. Q: In what form of communication will you notify my organization about our application?

A: Communications during the application process will be made primarily by email. Please add this email address (CNPGives@CenterPointEnergy.com) to your contacts to receive all communications during the application process. **PLEASE NOTE: Gmail's spam filter often blocks emails from CyberGrants.**

20. Q: How do I calculate the living wage for my community?

A: Please visit the following website as a resource: <https://livingwage.mit.edu/>

21. Q: What are some additional resources that I should consider if my organization/program may not be a good fit for the CNP Foundation?

A: The following resources may be helpful:

- Foundation Center – Find Funding – www.foundationcenter.org
- Grants Alert – www.grantsalert.com
- Chronicle of Philanthropy – www.philanthropy.com/grants

22. Q: What are tips for a complete application submission

A: Here are a few tips for a complete application submission

- Make sure you review each of the 2 funding priorities and measurable outcomes prior to starting a new application. This will help you to determine which funding priority best fits your project or initiative.
- Please read each question carefully to ensure all points are addressed.
- Make sure you upload your 501c3 exemption document and not your sales tax exemption document.
- If you have computer trouble, try the following steps – clear your cache, shut down your browser and reopen, try a different browser, and try to log in again.
- We suggest creating a group for your account so more than one person has access in case you have someone leave your organization.

For questions about the online application system and technical support, please contact centerpointenergy@cybergrants.com. You may also click on the “Need Support?” link in the application portal to access technical application FAQs and/or to submit a service request. Please note: it may take up to three (3) business days to receive a response from Cybergrants.

For additional questions about the Foundation, giving priorities or giving cycles, please e-mail CNPGives@centerpointenergy.com.

Appendix A
 List of Counties by State CenterPoint Energy Foundation Serves
(as of August 2022)

Indiana Counties		
Bartholomew	Huntington	Shelby
Blackford	Jay	Spencer
Boone	Jefferson	Tippecanoe
Clark	Johnson	Tipton
Clay	Knox	Vanderburgh
Clinton	Lawrence	Vermillion
Daviess	Madison	Vigo
Decatur	Martin	Wabash
Delaware	Monroe	Warren
Floyd	Montgomery	Warrick
Fountain	Morgan	Wayne
Gibson	Parke	
Grant	Pike	
Hamilton	Posey	
Hancock	Putnam	
Hendricks	Randolph	
Henry	Rush	

Louisiana Counties		
Acadia	Iberia	St Tammany
Allen	Jefferson Davis	Tangipahoa
Avoyelles	Lafayette	Union
Beauregard	LaSalle	Vermillion
Bienville	Lincoln	Vernon
Bossier	Madison	Washington
Caddo	Ouachita	Webster
Calcasieu	Rapides	
Cameron	Richland	
Claiborne	St Landry	
DeSoto	St Martin	
Evangeline	St Mary	

Minnesota Counties		
Anoka	Morrison	Todd
Blue Earth	Nicollet	Waseca
Brown	Pipestone	Washington
Carver	Pope	Watonwan
Crow Wing	Ramsey*	Wright
Dakota	Renville	
Douglas	Rice	
Faribault	Rock	
Hennepin	Scott	
Isanti	Sherburne	
Kandiyohi	Sibley	
Le Sueur	Stearns	
Mcleod	Steele	
Meeker	Stevens	
Mille Lacs	Swift	

* Please note, we do not serve the City of Saint Paul

Mississippi Counties		
Bolivar	Jefferson Davis	Perry
Chickasaw	Jones	Pike
Clarke	Lafayette	Quitman
Copiah	Lamar	Rankin
Covington	Lawrence	Scott
Forrest	Leake	Simpson
George	Lincoln	Smith
Greene	Madison	Stone
Hancock	Marion	Sunflower
Harrison	Neshoba	Tallahatchie
Hinds	Newton	Warren
Jackson	Panola	Yalobusha
Jasper	Pearl River	

Ohio Counties		
Auglaize	Greene	Pickaway
Champaign	Highland	Preble
Clark	Logan	Shelby
Clinton	Madison	Warren
Darke	Miami	
Fayette	Montgomery	

Texas Counties		
Anderson	Guadalupe	Orange
Angelina	Hardin	Panola
Aransas	Harris	Polk
Atascosa	Harrison	Rains
Bastrop	Hopkins	Refugio
Bee	Houston	Rusk
Bowie	Jackson	San Augustine
Brazoria	Jasper	San Jacinto
Calhoun	Jefferson	San Patricio
Camp	Jim Hogg	Shelby
Cass	Jim Wells	Smith
Chambers	Karnes	Titus
Cherokee	Kleberg	Trinity
Colorado	Lavaca	Tyler
Comal	Lee	Upshur
DeWitt	Liberty	Van Zandt
Duval	Marion	Victoria
Fayette	Matagorda	Walker
Fort Bend	Medina	Waller
Franklin	Montgomery	Webb
Galveston	Morris	Wharton
Goliad	Nacogdoches	Wilson
Gregg	North Montgomery	Wood



Sample Grant Application

This is a sample of the CenterPoint Energy Foundation's online grant application. We hope that it will help you as you develop your application and determine a fit with our programs.

Please note:

- You must complete the application via Cybergrants, as we will not accept applications via email or mail (Access our eligibility quiz at https://www.cybergrants.com/centerpoint/CNPGives_EligibilityQuiz)
- Questions marked with asterisks are required
- Character limits include spaces and punctuation
- If you plan to copy and paste answers to the questions into the online application, we suggest using a basic text editor such as Notepad, WordPad or TextEdit, or that you remove any formatting before pasting into the application. Copying and pasting from Word or other programs may cause formatting errors or incorrect character counts. We recommend reviewing your answer closely after you copy and paste text to check for these errors and ensure you are deleting any extra spacing or special characters.
- For additional information about our grant guidelines and processes, please visit <https://www.centerpointenergy.com/foundation>

If you have any questions, please contact CNPGives@centerpointenergy.com.

Contact Information

*Salutation

*First Name

*Last Name

*Title

*Telephone

*Email Address

Organization Information

*Legal Name (255 Character Max)

*Address (100 Character Max)

Address 2 (500 Character Max)

*City (50 Character Max)

*State

*ZIP

Website Address

*Year Established

Year in which organization was founded.

***Organization Services (4000 Character Max)**

Describe the services or programs offered by your organization.

Organization Details

***Executive Director Full Name**

***Executive Director Email**

***Payment Contact Full Name**

Name of the person responsible for confirming payment information if you are selected as a grantee. This person should have access to banking information to coordinate the electronic funds transfer of grant payments from Bill.com.

***Payment Contact Email**

Email of the person responsible for confirming payment information if you are selected as a grantee. This person should have access to banking information to coordinate the electronic funds transfer of grant payments from Bill.com.

***Mission and/or Vision (4000 Character Max)**

What is your organization's mission statement and/or vision?

***Full-Time Staff**

How many full-time staff do you employ?

***Part-Time Staff**

How many part-time staff do you employ?

***Organization Budget**

What is your total organizational budget in dollars?

***Administrative Costs**

Please enter what percentage of total revenue goes towards General & Administrative costs.

***Board Member Contribution**

What percentage of your board contributes to the organization?

Explanation of Board Contributions (4000 Character Max)

If less than 100% of your board contributes to the organization, please explain.

Employee Volunteers (Yes/No)

Do any CenterPoint Energy employees volunteer with your organization or serve on your board?

***Employee Volunteers Details (4000 Character Max)**

This question is required only if the answer to the above question is "Yes". Please list their names, volunteer role, and how long they have been a volunteer.

***Previous Funding (4000 Character Max)**

Please list any previous funding you have received from the Foundation or company. Include amounts and dates.

***Recognition of Support (4000 Character Max)**

If your project receives a grant, how will you recognize our support? Share any metrics regarding publicity/branding such as newsletter subscribers, web page visits, social media views, primary audience, etc.

Organization Demographics

We are asking the following organization demographic questions to better evaluate the equity of our funding.

***Does your Executive Director/CEO/President identify as a person of color? (Yes/No)**

***Do you track Staff Demographics?** (Yes/No)

If you select “No”, you will not see the next 2 questions on your application.

Staff Gender (In Percentages)

- Female
- Male
- Other/Gender Non-Binary

Staff Demographics

What percentage of your staff identify as a Person of Color? Enter a numerical value only—i.e. 40 for 40%.

***Do you track Board Demographics?** (Yes/No)

If you select “No”, you will not see the next 2 questions on your application.

Board Member Gender (In Percentages)

- Female
- Male
- Other/Gender Non-Binary

Board Member Demographics

What percentage of your board identify as a Person of Color? Enter a numerical value only—i.e. 40 for 40%.

Program/Project Details

***State**

Programs must serve clients in the CenterPoint Energy Service territory.

- Indiana
- Louisiana
- Minnesota
- Mississippi
- Ohio
- Texas

***Primary Counties Served**

For a list of counties that are eligible in our funding areas, please see pages 9-11 of our Grant Guidelines. Please select all that apply.

***Program/Project Title** (255 Character Max)

***Program/Project Summary** (500 Character Maximum)

Summarize your project in 500 characters or less.

***Anticipated Start Date**

Anticipated Program/Project Start Date

***Anticipated End Date**

Anticipated Program/Project End Date

***Requested Grant Amount** (In Dollars)

***Project Budget** (In Dollars)

***Project Description** (Paragraph) (4000 Character Max)

Please include the year the program/project was started and how funds from the Foundation will be used. If your organization serves clients outside of our service territories, please focus your request on the areas we serve.

***Critical Need** (4000 Character Max)

What is the unmet or critical need or issue this program/project addresses?

***Participatory Development** (10,000 Character Max)

How do you engage the people you serve in the design, implementation and/or evaluation of your program/project? For example: Do you survey your clients for feedback on your program design and delivery? Do clients hold a board seat?

***Number of People Served** (15 Character Max)

How many people will be served by your project?

***Ages Served**

Check all age groups that would benefit from this program/project.

- Children (Ages 0- 17)
- Adults (Ages 18- 64)
- Seniors (Ages 65+)

***Genders Served**

Estimate the percentage of individuals served by this program/project.

- Female
- Male
- Non-Binary

***Ethnicities Served**

Estimate the percentage of individuals served by this program/project.

- African-American or Black
- Asian/Pacific Islander
- Hispanic or Latino
- Native American
- White
- Other

***Area Median Income (AMI) Range**

What is the AMI range of clients served? Select all that apply.

- 0-30% of AMI
- 31-50% of AMI
- 51-80% of AMI
- 81-120% of AMI

***Client Income** (15 Character Max)

What percentage of your program serves low-to-moderate income clients and/or students qualifying for Free or Reduced Lunch?

***Organizational Funding** (15 Character Max)

Please enter the amount being funded by other sources in dollars.

***Pending/Committed Funding** (4000 Character Max)

List pending and committed funding sources.

***Collaborations** (4000 Character Max)

List any collaborative partners that are part of the program/project and their roles.

***Volunteer Opportunities (Yes/No)**

Are there any volunteer opportunities for CenterPoint Energy employees?

Volunteer Opportunities Details (4000 Character Max)

Please provide volunteer opportunity details.

***Project Goals and Measurement (10,000 Character Max)**

What are the long- and short-term goals of the project and how will you measure them?

***Outputs/Outcomes (10,000 Character Max)**

Please outline any outputs or outcomes of the program/project to date. Enter "N/A" if this is a new program/project.

***Post-Grant Plan (4000 Character Max)**

How will you sustain your program/project after the grant period has ended?

Program/Project Goals

In order for us to better understand your work, please fill out the following goals that are relevant to your program/project. **If possible, please be specific to the funding you are requesting, not your entire program.** For example, a grant of \$10,000 will provide financial education to 100 people, or will support the distribution of 1,000 books.

If you are selected for a grant from CNP Foundation, you will be asked to update your progress on these same metrics in an impact report. If the metric is not relevant to your project/program, please leave it blank.

***Giving Focus**

Please select the Giving Focus that best fits your program. You will get custom questions/metrics depending on the focus area you select. For example, if you select "Education" as your focus area, you will not see the Community Vitality questions.

If your program overlaps focus areas, please select the focus area that best fits your program. You can describe other relevant metrics or goals in the "Project Goals and Measurement" narrative question earlier in the application.

More information about our Primary focus areas and the focus area categories can be found on our website at <https://www.centerpointenergy.com/en-us/corporate/community/centerpoint-energy-foundation/funding-priorities>.

- Education
- Community Vitality

Education Focus Area Questions

You will see the following questions if you select "Education" as your Giving Focus.

***Education Category**

Please select the one Education category that best fits the proposed program.

- Literacy
- STEM
- Workforce Development

***Grades Served**

What grades will be served by the program/project. Select all that apply.

- PK-2
- 3-5
- 6-8

- 9-12
- Post-Secondary
- Adults

***Number of PK-2 Students** (15 Character Max)

***Number of 3-5 Students** (15 Character Max)

***Number of 6-8 Students** (15 Character Max)

***Number of 9-12 Students** (15 Character Max)

***Number of Post-Secondary Students** (15 Character Max)

***Number of Adult Students**

How many adult students will be engaged or complete the program?

***Education Metrics**

Please note, not all metrics may be applicable to your program; fill in data for the relevant metrics. Click the “?” on the online application for the tool tip below to display.

Description	? (Tool Tip)	Target Value
% Students with Improved Literacy Indicators	% of students who will show growth in reading proficiency	
Books Distributed	# of books gifted for student/family home libraries	
Total 1:1 Tutoring Sessions	Total number of tutoring sessions across the program	
Total Hours of 1:1 Tutoring	Total number of tutoring hours for all students across the Program	
Students Engaged in STEM Programs/Events	# of students participating in STEM Education Programs/Events	
Devices Distributed	# of devices that will be distributed	
# of STEM Kits/Projects Delivered	# STEM kits/projects delivered to students	
Career Exploration Events	# of career exposure/exploration events that will be held	
Program Completion Rate	% of participants who will complete the program	
Students Earning Credentials	# of students who earned a certificate or credential	
Employment Rate	% of participants who will be employed after completing the program	
6-Month Employment Retention Rate	% of participants who are still employed 6 months after securing a job	
Average Wage	Anticipated average wage of participants	

Community Vitality Focus Area Questions

You will see the following questions if you select “Community Vitality” as your Giving Focus.

***Community Vitality Category**

Please select the one Community Vitality category that best fits the proposed program.

- Affordable Housing
- Environment
- Thriving Communities

***Community Vitality Metrics**

Please note, not all metrics may be applicable to your program; fill in data for the relevant metrics. Click the “?” on the online application for the tool tip below to display.

Description	? (Tool Tip)	Target Value
# Clients Receiving Financial Education	Training related to financial literacy, homeownership, budgeting etc.	
People Accessing Housing	# of people that will access housing because of your project	
# of Affordable Housing Units	# of units created/preserved	
Housing Type	Single-family, duplex, multi-family	
HERS Score of Housing Units	What is the HERS rating of the housing units created/preserved?	
# Residents Engaged	# of residents engaged in the program/project	
# of Community Spaces Created	# of Community spaces created by your project	
Green/Community Space (Sq.Ft.)	How much green/community space will be created/restored?	
# Trees Planted	How many trees will be planted?	
Habitat Preserved (Acreage)	How much wildlife habitat will be restored or preserved?	
People Receiving Environmental Education	# of individuals reached through environmental Programming	
Employment Rate	% of participants who will be employed after completing the program	
6-Month Employment Retention Rate	% of participants who are still employed 6 months after securing a job	
Average Wage	Anticipated average wage of participants	
# of Project Partners	Number of formal partnerships specific to the program/project	
# of Volunteers	Total number of volunteers who contributed to the project/program	
# Jobs Created	Total number of new jobs created in a community due to the project	
# of Home Repairs Completed	Total number of home repairs completed with grant funding	

Attachments

*IRS Letter of Determination/Tax Status Letter

Please upload IRS letter indicating tax-exempt status.

*Board of Directors

Please include affiliations.

*Detailed Organization Budget

Current year's itemized operating revenue and expense budget for the organization

*Detailed Project Budget

Please upload a project-specific budget that details the total project cost as well as details how funds from the CenterPoint Foundation would support this project.

Additional Files

Optional: documents that can help us better understand your program, such as an annual report or program flyer. Please limit to 3 max.

*Certification (Checkbox)

I certify that the above information is true. (Check box to submit.) *By checking this box, you are certifying that the information submitted is true and accurate to the best of your knowledge.*



Sample Impact Report

This is a sample of the CenterPoint Energy Foundation's impact report. We hope that it will help you as you prepare to fill this out.

Please note:

- You must complete the impact report via CyberGrants, as we will not accept it via email or mail
- Questions marked with asterisks are required
- Character limits include spaces and punctuation
- If you plan to copy and paste answers to the questions into the online application, we suggest using a basic text editor such as Notepad, WordPad or TextEdit, or that you remove any formatting before pasting into the application. Copying and pasting from Word or other programs may cause formatting errors or incorrect character counts. We recommend reviewing your answer closely after you copy and paste text to check for these errors and ensure you are deleting any extra spacing or special characters.

If you have any questions, please contact CNPGives@centerpointenergy.com.

Request Information

A high-level summary of your grant proposal with the following information should populate based on the information that was included in the original proposal.

- Project Title
- Project Budget
- Grant Amount
- Request Giving Focus
- Sub-focus
- State

Program/Project Outcomes

Please provide an update on the original goals you submitted with your proposal. If a metric is not relevant, please leave it blank. **Reminder: Please report on the specific impact of the funding you received from the CNP Foundation, not the metrics for your entire program.**

*Giving Focus

You will need to select your Giving Focus from a drop-down menu. Please select the same Giving Focus that you selected in your original proposal. This is important so you can compare your goals with your outcomes in the metrics section below.

Please select the Giving Focus that best fits your program. You will get custom questions/metrics depending on the focus area you select. For example, if you select "Education" as your focus area, you will not see the Community Vitality questions.

If your program overlaps focus areas, please select the focus area that best fits your program. You can describe other relevant metrics or goals in the "Project Goals and Measurement" narrative question earlier in the application.

People Served

How many people were served as a result of this program/project?

Metrics

You will get custom questions/metrics depending on the focus area you select. For example, if you selected “Education” as your focus area, you will not see the Community Vitality questions.

Numbers in the “Previous Value” column are what your grant seeker filled out in the original application as goals of the project. Please report on the actual outcomes in the “Value” column. See below for an example.

Education Metrics

Please note, not all metrics may be applicable to your program; fill in data for the relevant metrics. Click the “?” on the online application for the tool tip below to display.

Description	? (Tool Tip)	Previous Value	Value
% Students with Improved Literacy Indicators	% of students who will show growth in reading proficiency	60	70
Books Distributed	# of books gifted for student/family home libraries	250	300
Total 1:1 Tutoring Sessions	Total number of tutoring sessions across the program	300	320
Total Hours of 1:1 Tutoring	Total number of tutoring hours for all students across the Program	300	320
Students Engaged in STEM Programs/Events	# of students participating in STEM Education Programs/Events		
Devices Distributed	# of devices that will be distributed		
# of STEM Kits/Projects Delivered	# STEM kits/projects delivered to students		
Career Exploration Events	# of career exposure/exploration events that will be held		
Program Completion Rate	% of participants who will complete the program		
Students Earning Credentials	# of students who earned a certificate or credential		
Employment Rate	% of participants who will be employed after completing the program	100	100
6-Month Employment Retention Rate	% of participants who are still employed 6 months after securing a job		
Average Wage	Anticipated average wage of participants		

Community Vitality Metrics

Please note, not all metrics may be applicable to your program; fill in data for the relevant metrics. Click the “?” on the online application for the tool tip below to display.

Description	? (Tool Tip)	Target Value	Value
# Clients Receiving Financial Education	Training related to financial literacy, homeownership, budgeting etc.	75	80
People Accessing Housing	# of people that will access housing because of your project	20	24
# of Affordable Housing Units	# of units created/preserved	6	6
Housing Type	Single-family, duplex, multi-family	Single-Family	Single-Family
HERS Score of Housing Units	What is the HERS rating of the housing units created/preserved?		
# Residents Engaged	# of residents engaged in the program/project		
# of Community Spaces Created	# of Community spaces created by your project	2	2
Green/Community Space (Sq.Ft.)	How much green/community space will be created/restored?		
# Trees Planted	How many trees will be planted?	8	8
Habitat Preserved (Acreage)	How much wildlife habitat will be restored or preserved?		

People Receiving Environmental Education	# of individuals reached through environmental Programming		
Employment Rate	% of participants who will be employed after completing the program		
6-Month Employment Retention Rate	% of participants who are still employed 6 months after securing a job		
Average Wage	Anticipated average wage of participants		
# of Project Partners	Number of formal partnerships specific to the program/project		
# of Volunteers	Total number of volunteers who contributed to the project/program		
# Jobs Created	Total number of new jobs created in a community due to the project		
# of Home Repairs Completed	Total number of home repairs completed with grant funding	2	5

Narrative Questions

Use this section to reflect on the impact of your funding. If there are any outcomes that aren't included in the metrics tables above, feel free to detail them in a relevant question below.

***Successes** (4000 Character Max)

Please share any anticipated or unanticipated program successes.

***Changes in Behavior** (4000 Character Max)

Share any changes in behavior, written or verbal feedback, or any stories that illustrate success that cannot be captured in metrics.

***Lessons Learned** (4000 Character Max)

Provide a summary of any lessons learned, both positive and negative, while executing the program/project and how it will be refined in coming years.

***Community Partners** (4000 Character Max)

List any key community partners who participated in the program/project, how the collaboration transpired, and how that influenced the program/project/event, either positively or negatively.

***Results Summary** (4000 Character Max)

Summarize how results were collected and tracked, and outcomes of the program, both positive and negative. Describe how these outcomes will translate into long-term impact if this program continues.

***Recognition of CNP Foundation Grant** (4000 Character Max)

Please share the ways you recognized support from the Foundation for this grant and any metrics associated with the recognition (i.e. social media engagement, press releases, etc.).