

# 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 December 31, 2024, the Foundation has awarded more than \$192 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, Michael J. Lowenberg, David A. Ott, M.D., W. Jeffrey Paine, R. Carson Wilson IV, and Trustee Emeritus, Corbin J. Robertson, III. **Please direct all inquiries to Ms. Mick Pritchett, Executive Director, at (713) 871-5860, or alternatively, to Ms. Shireen Wise, Director of Foundation Services, at (713) 234-7601.**

### 2025 TRUSTEE MEETINGS AND GRANT REQUEST SUBMISSION DEADLINES:

First Quarter Regular Trustee Meeting:	March 25, 2025
<b><i>Grant Submission Deadline:</i></b>	<b><i>January 30, 2025</i></b>
Second Quarter Regular Trustee Meeting:	June 24, 2025
<b><i>Grant Submission Deadline:</i></b>	<b><i>April 29, 2025</i></b>
Third Quarter Regular Trustee Meeting:	September 30, 2025
<b><i>Grant Submission Deadline:</i></b>	<b><i>July 30, 2025</i></b>
Fourth Quarter Annual Trustee Meeting:	December 16, 2025
<b><i>Grant Submission Deadline:</i></b>	<b><i>October 30, 2025</i></b>

### 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 to individuals or foreign charities or to directly or indirectly support candidates for political office or influence legislation.

**Submissions are accepted by mail or you may deliver to The Foundation office during normal business hours, but must be received in our office by 4pm on the deadline date (not postmarked by the deadline date). Late submissions will NOT be considered. Electronic submissions will NOT be considered. Please do not send flash drives, DVDs, or CDs, and do not send the proposal in a folder or binder of any kind.**

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

1. A cover letter on the organization's letterhead (that includes physical and mailing addresses AND email address for the organization) 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 dates.
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 organization, as well as for the project or program to be funded with the grant, noting funds received, awarded/pledged, pending, and planned to be submitted for the last 3 years.
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 and to the program to be funded.
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.
  - a. 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.
8. Letters of support (highly recommended). Please include 2-3 letters of support from Board members, volunteers and donors, etc. The purpose is for someone in the community to give a strong case of support for funding.

**Please note: Only one copy of the requested information is required. No proposal will be reviewed until all of the required documentation listed in (1)-(8) above has been received. Grant requests may be mailed or preferably dropped off at The Foundation's office. Incomplete applications will not be accepted or processed.**

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GENERAL INFORMATION AND GRANT REQUEST GUIDELINES**

Please address your grant request to:

**Mr. 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 Ms. Mick Pritchett, Executive Director, at (713) 871-5860, or to Ms. Shireen Wise, Director of Foundation Services, at (713) 234-7601.**