

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 June 30, 2026, the Foundation has awarded more than \$243 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 Michael J. Lowenberg, David A. Ott, M.D., W. Jeffrey Paine, R. Carson Wilson IV, and Emeritus Trustees, Robert C. Wilson, III and Corbin J. Robertson, III. **Please direct all inquiries to Ms. Mick Pritchett, President, at (713) 871-5860, or to Ms. Shireen Wise, Director of Foundation Services, at (713) 234-7601.**

2026 TRUSTEE MEETINGS AND GRANT REQUEST SUBMISSION DEADLINES:

First Quarter Regular Trustee Meeting:	March 31, 2026
<i>Grant Submission Deadline:</i>	<i>February 6, 2026</i>
Second Quarter Regular Trustee Meeting:	June 23, 2026
<i>Grant Submission Deadline:</i>	<i>April 30, 2026</i>
Third Quarter Regular Trustee Meeting:	September 29, 2026
<i>Grant Submission Deadline:</i>	<i>July 30, 2026</i>
Fourth Quarter Annual Trustee Meeting:	December 15, 2026
<i>Grant Submission Deadline:</i>	<i>October 30, 2026</i>

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:

1. Cover Letter

A cover letter on the organization's letterhead, including the organization's physical and mailing addresses, all direct point of contacts including their email addresses, and signed by the chief executive officer (e.g., President or Executive Director). The cover letter should include:

- A brief history of the organization.
- The organization's mission statement.
- A description of the need for and intended use of the grant.
- The amount of funding requested.
- Details of any challenge or matching grant to which the requested grant relates.
- If the organization has previously received funding from The John M. O'Quinn Foundation, the amount of funding received and the dates of such funding.

2. Mission Alignment

Provide a brief statement explaining **how the organization and the specific program or project for which funding is requested align with The John M. O'Quinn Foundation's mission statement.** The statement should describe the connection between the Foundation's mission and the proposed use of grant funds, including the anticipated impact on the Greater Houston community. Please provide a concise response of approximately 200 words or less.

3. Organizational and Project Budgets

A copy of the organization's budget for the current year and the next year, if available, as well as a budget for the specific project or program to be funded.

4. Sources of Support

A list of your financial and in-kind support for the past 3 years, organized by year. This should cover funding for both your overall organization and the specific project. Include the donor's name, the dollar amount, and all funds received or pledged. To keep the list manageable, you may use a minimum cutoff of **\$5,000** or **\$10,000**. Please provide a separate 3-year list specifically for Foundation funding.

5. Board of Directors/Governing Body

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 for the last 3 years.
- The percentage of Board members who contributed to the organization for the last 3 years.
- The percentage of Board members who contributed to the program or project to be funded.

6. IRS Form 990

A copy of the organization's most recently filed Internal Revenue Service (IRS) Form 990, if applicable.

7. Financial Statements

A copy of the organization's latest audited financial statements and the organization's most recent interim financial statements. If audited financial statements are not available, please provide an explanation as to why and provide unaudited financials.

8. IRS Exemption Documentations*

A copy of the organization's 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.

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***Supporting Organizations:**

If the organization is a supporting organization, please identify the type of supporting organization and provide a written representation that the organization is not classified as a Type III supporting organization that is not a "Type III functionally integrated supporting organization" within the meaning of Section 4942(g)(4)(A)(i) of the Code. Additional information and/or documentation may be required.

9. Letters of Support

Include **2–3 letters of support** from Board members, volunteers, donors, or others. The purpose of these letters is to provide a strong case from members of the community in support of funding the organization or proposed project. **PLEASE NOTE:** Letters of Support should be compiled and included with the grant proposal package, not mailed separately to Trustees.

Important Information

- **Only one copy** of the requested information is required.
- No proposal will be reviewed until **all required documentation listed in Items 1–9** has been received.
- Grant requests may be mailed or, preferably, dropped off at The Foundation's office.
- **Incomplete or late applications will not be accepted or processed.**

Please address your grant request to:

**Ms. Mick Pritchett,
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. Organizations are encouraged NOT to apply more than once every rolling 12 months, even if for a different program or different part of the organization.

As mentioned above, all inquiries should be directed to Ms. Mick Pritchett, President, at (713) 871-5860, or to Ms. Shireen Wise, Director of Foundation Services, at (713) 234-7601.