

Prospective Applicant Eligibility Form

Is My Ministry Ready to Apply to ACAM for Network Status

Please check each true statement below:

- The organization has a physical location in a commercial property with a street address (i.e. the organization is not operating virtually or out of someone's home).
- My organization primarily serves the Greater Houston Area, in part or in whole.
- My organization qualifies as a Community Assistance Ministry based on the following definition:
 - A Community Assistance Ministry is an organization supported in part by a collaboration of congregations (ecumenical, intra-denominational or interfaith) in order to provide critical services to members of its community.
- My organization can demonstrate support from faith congregations affiliated with the organization. "Support" may include one or more of the following: funding, volunteers, and/or in-kind support.

My organization provides two or more of these critical services:

- | | | |
|---|---|---|
| <input type="checkbox"/> Food | <input type="checkbox"/> Clothing | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Rent and/or Utilities Assistance | <input type="checkbox"/> Employment Services | |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> School Supplies/Uniforms | |
- My organization provides social services without charge or based on a sliding scale to a broad base of residents at or below the poverty level (for example, services are not restricted to refugees).
 - My organization does not require prayer or any other expression of faith as a condition of service.
 - My organization does not discriminate on the basis of gender, sexual orientation, race, ethnicity or religion.
 - My organization is an independent 501(c)(3) and is in good standing with the state of Texas along with having standard articles and bylaws in place with the state.
 - My organization is exempt from federal income taxes under section 501(c)(3) and is classified as a public charity.
 - My organization can provide a copy of its most recently filed Form 990 or 990-EZ.
 - My organization's Form 1023, Form 990, and if applicable, Form 990-T are available for public inspection (e.g. available upon request, posted on the organization's website, etc.).
 - My organization is confirmed as a nonprofit on a recognized list of tax-exempt charities (i.e. GuideStar or IRS Publication 78).
 - My organization has established policies regarding client eligibility for agency services.
 - My organization has a proven track record of service for at least two years and at least one full-time paid professional staff member dedicated to human services.
 - My organization has a telephone system, high-speed Internet access, the ability to send and receive faxes, and a copy machine or copy service provider.
 - My organization is committed to ongoing organizational development including the development and sharing of capacity building plans on an annual basis.

- My organization collects and is ready to provide an unduplicated client count on an annual basis.
- My organization is ready to undergo an on-site assessment of organizational capacity.
- My organization is ready to commit the time to meet the minimum training expectations as outlined in the PACE Resources and Requirements attachment.
- My organization can provide either a cover letter (for internal or external review) or a management letter (for an external audit) regardless of whether or not there are any findings.
 - Organizations with over \$500,000 in revenue ONLY:** If the cover letter or management letter lists findings, those concerns are being addressed by the organization within the auditor's advised timeframe.

I certify that the answers to the questions above are true and accurate. Responses may be verified by ACAM prior to any award of funds.

Applicant's Board President/Chair

Date

Applicant's CEO/Executive Director

Date

Please note that this tool does not constitute application or guaranteed grant award by ACAM. This is a preliminary eligibility form only. If your organization does not meet all the requirements (for the organization's revenue bracket) listed on this form, your organization is NOT eligible to apply for ACAM Network Status at this time.