



# **HOUSTON POLICE FOUNDATION**

## **Funding Guidelines**

Revised June 2012

## **Our Mission**

The Houston Police Foundation (HPF), in partnership with citizens, businesses and other philanthropic organizations, helps the Houston Police Department (Department) develop innovative programs that make Houston a safer place to live, work and visit. HPF was established in 2005 by local business leaders as an independent, non-profit organization dedicated to strengthening the Department, promoting public safety and enhancing the Department's community relations. Our historic role has been to invest in the Department by responding to needs that the city does fund or does not meet in a timely manner. Through the generosity of our donors, HPF has invested over \$2 million in supporting special police projects and activities that play an essential role in ensuring the safety of our city.

This document is intended as a guide for directors and staff of the HPF, Department civilian and sworn staff and others interested in our work. Requests for additional information about our projects and procedures can be made to the offices of the Houston Police Foundation.

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# **Houston Police Foundation Funding Guidelines**

## **1. Introduction**

The Houston Police Foundation was incorporated in 2005 in the state of Texas and is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. Donations to the HPF are tax deductible to the extent allowed by law.

The HPF was formed to receive and administer grants and contributions of money or property from individuals, private organizations and public sources and to apply or disburse these contributions. The HPF funds and assists programs and activities to strengthen the Houston Police Department, to promote public safety and to enhance the Department's community relations.

HPF depends entirely on the generosity of corporations, individuals, foundations and philanthropic organizations for project and operating budgets. HPF receives no tax dollars for its operations. The Department has authorized The HPF to seek funding from private sources to support police initiatives. HPF does not engage in telemarketing, nor does it provide goods or services in exchange for support.

HPF is an independent body governed by a Board of Directors, each of whom receives no compensation. The Board of Directors meets three times each year.

The Executive Director is the chief executive officer of the HPF and serves at the pleasure of the Board.

## 2. Project Agenda

The HPF provides funding to purchase equipment and underwrite the cost of projects and activities to improve public safety that the city either does not fund or does not fund in a timely manner. HPF receives gifts and donations of money, goods, services and equipment to benefit the Department. Its project agenda is developed in collaboration with and in response to needs articulated by the Department. HPF encourages grant submissions for innovative, experimental and short-term programs. Priorities include education/training, community relations, technology advancements and equipment. Substantive program areas include:

- enhancing law enforcement proficiency and efficiency;
- increasing officer safety;
- encouraging community support and understanding; and
- fostering personnel development and well-being.

## 3. Grants and Contributions

HPF receives and administers grants and contributions of money, services, and/or property to fund, assist or undertake programs and activities to strengthen the Department. Contributions and gifts can be restricted by the donor to a specific program or given to the general fund as an unrestricted gift.

**UNRESTRICTED GIFTS** include all financial resources that are not designated by the donor for a specific use and can be disbursed at the discretion of the Directors. These revenues are generated by an annual benefit and tribute journal, events and gifts from individuals, corporations and other foundations. Revenues in this fund defray HPF operating expenses and are the source of discretionary grants.

**RESTRICTED GIFTS** are contributions that are restricted by donors to specific purposes.

These donations are generated by proposals and often include detailed budgets. Donors may impose reporting requirements as a condition of grant awards and, it is the responsibility of the Department to meet these

requirements as well as to comply with approved project budgets. Interest and dividends earned on invested funds are available for unrestricted use as determined by the Board.

**DONATIONS OF EQUIPMENT, GOODS OR SERVICES** are accepted subject to review by the Department and its determination that the donation is needed and donor conditions, if any, are acceptable. Anyone interested in donating equipment, goods or services should send a letter or email to the HPF to outline his/her intentions, including a description of the donation and an estimation of the fair market value.

#### **4. Procedures Governing New Requests for Support**

The Chief of Police has issued directives governing the internal process for sending requests to the HPF. The Police Chief's designee serves as the official liaison (Liaison) between the Department and the HPPF and reviews all requests for funds. All proposals must indicate why private funding, as opposed to city funding, is necessary. A report, as described below, will be required upon completion of the project (see Section 7 "Financial Accounting and Project Monitoring" for further requirements). Interim reports at intervals specified by HPF staff will be required for grants which are a year or more in duration. Specific reporting requirements of grant requests vary depending upon the nature of the request, as follows:

- **Consultants and Other Service Providers** - Evidence of the work performed is to be provided to the HPF upon the conclusion of the project or earlier as stated above. Such evidence should include one or more of the following: (i) in the case of written studies, a copy or executive summary of said study to the extent it does not contain confidential or sensitive information; (ii) a report summarizing the work performed and the results achieved; (iii) representative examples of the work product created by the consultant, such as report templates, training protocols/courses and analyses.
- **Training/Education** – Completion of a Foundation evaluation form (see Attachment I) rating the effectiveness of training and applicability to the Department. If the training is intended to be brought back and implemented as part of Department

training, the Department is to provide both evidence that the training was implemented and participant evaluations of the new training are to be provide to the HPF.

- **Goods and Merchandise** – Confirmation that goods have been delivered and the manner in which said goods are helping to achieve desired outcomes.
- **Community Relations** – Evidence that activities and/or events took place, the actual timing of those activities and the level to which said activities, if discernible, achieved desired outcomes.
- **Youth Programs** – Evidence that activities and/or programs took place, the actual timing of those activities and the level to which said activities, if discernible, achieved desired outcomes.

Authorization of grants varies depending upon the amount of the request, as follows:

- Grants totaling up to \$1,500 may be approved by the Executive Director (with subsequent reporting to the Board);
- Grants totaling from \$1,501 to \$10,000 may be approved by the Program Committee (2/3 vote with subsequent reporting to the Board); and
- Grants totaling from \$10,000 to \$50,000 require Executive Committee approval (majority vote).
- Grants totaling over \$50,000 require approval from the Board (majority vote).

A separate annual budget is designated by the Board for promotional items that can be used to enhance the Department's community relations. Funding of the budget requires approval of the Board on an annual basis. Funds from this promotional item budget may be used at the discretion of the Chief of Police. HPF staff will report expenditures to the Board on a quarterly basis. Any funding that is not expended by year's end will not be carried over to the next year.

## 5. Funding Considerations

The HPF acknowledges that the city bears primary responsibility to fund the Department, and in particular to fund salaries, benefits and equipment essential to the performance of Departmental job functions.

Accordingly, the HPF will weigh project requests against whether the city should, can or will fund such requests in a timely manner and will not consider projects for which alternate resources are readily available. In addition, the HPF will not fund employee salaries and benefits. The HPF also will not consider projects or expenses that circumvent city or Department policy.

## 6. Payment Procedures

When a project is approved, it is assigned a grant number by the HPF. The Department designates a project coordinator (Coordinator) to work with the HPF to administer the project. Supporting documentation must accompany requests for purchases. For proper record keeping and to avoid confusion, no invoices or bills should be forwarded to the HPF directly from vendors. It is important to remember that no member of the HPD or the HPD itself has the authority to enter into any agreements or contracts with third parties committing HPF funds without the specific written authorization from the HPF.

The following additional procedures apply:

1. **EQUIPMENT PURCHASES:** To purchase equipment under a grant, the Coordinator determines makes and models and obtains price quotes. A minimum of three competing price quotes should be provided for every equipment grant request for a single piece of equipment valued at \$5,000 or greater whenever possible. Certificates of Title must list the Department as owner.

2. **PAYMENT SCHEDULE:** The HPF pays its bills on the fifteenth and last day of each month. Requests must be received at least five business days prior to payment dates. Please allow sufficient time for the proper processing of requests.

3. **TRAVEL, MEALS & REFRESHMENTS:** The HPF will consider funding travel, meals, refreshments and conference fees only in connection with approved projects.

4. **MATERIAL CHANGES TO BUDGETS, PROGRAMS OR CONTENT:** The Department must have the prior written approval of the HPF.

5. **INELIGIBLE EXPENSES:** The HPF will not honor any unauthorized expenses, unauthorized budget modifications, budget overruns or unauthorized verbal or written contracts without prior written approval. Retroactive payments are prohibited and will not be considered except in an officially declared state of emergency.

## **7. Financial Accounting and Project Monitoring**

Strict adherence to approved project budgets is expected. Modifications require prior written approval by the HPF. In addition to following the procedures listed in Section 6 above, Coordinators are required to (1) submit expense reports to the HPF accounting for funds spent and (2) confirm in writing the delivery of goods and services.

Donors to specific projects frequently place reporting requirements as a condition of awards, including detailed financial reports, periodic progress reports, impact statements, outcome evaluations and final reports. Coordinators must be familiar with these requirements and are responsible for the preparation of reports and compliance with deadlines as a condition of Foundation funding.



## **8. Public Information Policies**

The HPF complies with all federal and state tax filing requirements and is registered as a charity with the State of Texas. Copies of the filings are provided to the Attorney General. The HPF will disclose these documents, financial statements and information about revenues and programs to donors, the media and the public upon request with reasonable notice. Donor anonymity, if sought, is honored.