



COMMISSION COMMUNITY GRANT GUIDELINES

- 1.) Each member of the Commission can sponsor up to \$5,000 (MAXIMUM) in CITY COMMISSION COMMUNITY GRANT FUNDS in a fiscal year (October 1st to September 30th), provided the budget is approved with those grant funds available. Unawarded funds do not “roll over” to the next fiscal year.
- 2.) Grant requests must be submitted to the Director of Community Development and Grants Administration (GA) or the Mayor’s Office, from the member of the Commission who represents the district most impacted by the grant, or the district where the requesting organization is based. GA will ensure all required documents are included in the Commission member’s request and that the funds are available. GA will then submit it to the Mayor for approval. If approved, GA will then advance the request to the City Commission for final approval.
- 3.) The organization requesting funds from the Commission must do so with a letter or an email. (This should be included in the sponsoring Commission member’s request.)
- 4.) The organization requesting funds should be a local nonprofit, 501c3 / tax exempt organization whose services will directly benefit citizens of Texas City, Texas.
- 5.) An organization may only receive funds from this funding mechanism once in a three-year period. This ensures fair opportunity and equitable distribution of funds to others who may need assistance and make requests.
- 6.) A majority vote of the City Commission is required for final approval.
- 7.) Twelve months after the award the grantee is responsible for submitting a close-out report to Grants Administration. The form may be downloaded from the City’s website at www.texascitytx.gov.
- 8.) Commission members should be conservative with the allocation of such funds as they will be requested often by all those aware of the program. We can’t solve every financial crisis, but the PURPOSE of these Commission Community Grants is to help those organizations who help our citizens by enhancing the quality of life here in Texas City.

Required Documents:

- A.) A letter requesting funds that also outlines what the funds will be used for.
- B.) A completed Commission Grant Fund Application (from the sponsoring Commission member).
- C.) Valid Documentation of Tax Exempt / Non-Profit Status.

*(*This document may be updated periodically to ensure proper administration guidelines are in place, as this is a new fund. See date below.)*



Texas City Commission Community Grant Fund Application

**This grant application is to be completed and submitted to the Mayor by a member of the Texas City Commission.*

DeAndre' Knoxson
Name of Sponsoring Commission Member

1
District

Craving For A Change Foundation INC
Name of Benefitting Organization

84-2020700
Tax Exempt / 501c3 Nonprofit Status Number

Amount Requested: \$2000

Date: 6/1/25

Statement of Purpose and benefit to the Citizens of Texas City: _____

Craving For A Change Foundation INC is dedicated to building up our youth through social- emotional learning and mentorship, by helping them build confidence and manage emotions and develop healthy relationships.

Other Sources of Funding This Organization is Currently Receiving: Community Donations.

**Please note that the submission of this application does not guarantee an allocation of funds. The awarding of this grant is contingent upon several factors, including, but not limited to those it being a qualifying organization, funds availability, purpose of funds requested, and final commission approval.*

Dedrick Johnson (Jun 23, 2025 16:12 CDT)

06/23/2025

Dr. Kenshara Cravens

Craving for a Change Foundation
Executive Director
2501 Palmer Highway #260
Texas City, Texas 77590
info@cravingforachange.com
832-297-1131

5/28/25

The Honorable
DeAndre' Knoxson

Dear Commissioner Knoxson,

I hope this letter finds you well. My name is Kenshara Cravens and I am writing on behalf of **Craving for a Change Foundation**, a community-based nonprofit dedicated to empowering youth through personal development, social-emotional learning (SEL), and mentorship.

We respectfully request **\$2,500** in **Commission Community Grant** funding to support the facilitation of **SEL groups** in underserved areas of our community. These groups provide youth with vital tools to manage emotions, build resilience, resolve conflicts peacefully, and develop healthy relationships. With your support, we aim to expand our reach and ensure these critical services are accessible to more young people during this fiscal year.

Our foundation has a demonstrated commitment to the well-being and success of youth, including our ongoing programs at the Jerry J. Esmond Juvenile Justice Center and other community-based initiatives. This funding will directly contribute to staffing, curriculum materials, and safe meeting spaces to implement group sessions effectively.

Thank you for your time and consideration of this request. We are happy to provide any additional documentation required and are committed to maintaining transparency and accountability in the use of grant funds. We look forward to partnering with your office to further strengthen our community.

Warm regards,

Dr. Kenshara Cravens

Executive Director
Craving for a Change Foundation

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 13 2020**

CRAVING FOR A CHANGE FOUNDATION INC
7825 DIAMOND OAK DR
TEXAS CITY, TX 77591-0000

Employer Identification Number:
84-2020700
DLN:
26053483001560
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
May 30, 2019
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 1076

CRAVING FOR A CHANGE FOUNDATION INC

Sincerely,

Stephen a. martin

Director, Exempt Organizations
Rulings and Agreements

Commission Grant PDF CFAC

Final Audit Report

2025-06-23

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