

2025-2026 TWA Grant Application

Contact Information

Organization Name:	<u>Jazz Houston</u>
Contact Title:	<u>CEO</u>
Contact Name:	<u>Belinda Munro-Gardner</u>
Address:	<u>4828 Loop Central Dr. Suite 1000</u>
City:	<u>Houston</u>
Email Address:	<u>belinda@jazzhouston.org</u>
TWA Sponsor:	<u>Gay Gaddis</u>
TWA Sponsor Email:	<u>gay@gaygaddis.com</u>

Artistic Significance & Project Innovation and Creativity: (Question 3)

Organization's Mission:

Our mission is to promote the cultivation of Jazz Music Globally through Performance, Education, and Community Outreach. We offer jazz appreciation experiences for music-lovers of all ages.

Name of Project/Program to be Funded:

Jazz Houston Youth Orchestra

Project Description:

Through the Jazz Houston Youth Orchestra, we address the decline in school-based music education by providing access to education and removing financial barriers for underserved youth.

Project Purpose: What are the goals of the project/program?

JHYO is an audition-only orchestra of diverse members who travel from cities as far as Huntsville for weekly rehearsals. In addition to musicality, we offer education to craft and guide their careers. This occurs during our annual residency, performance, and tour of a college or university in tandem with a sister orchestra. Since 2021, JHYO has visited New York City, Washington, D.C., and San Francisco. Many members could not afford to participate without financial assistance from Jazz Houston.

Is this program offered at a cost to children? If there is a fee for this program, please enter the cost in numerical dollar amount per child to enroll.

Yes, student fees are paid by the enrolling individual, such as the child, parent, or guardian. \$500

What is the expected number of children to be directly served by project/program?

23

What is the age range of children served by this project/program?

14-18

Identify the artistic discipline(s) included in this project/program: Check all that apply.

Music

Project Innovation and Creativity: (Question 4)

Describe how this program provides arts access for children.

JHYO program offered at a nominal cost allows talented and marginalized students access to top-tier education and instructors. In addition to its focus on low-income students within the city, youth travel from as far as Huntsville, Texas, to participate. JHYO diligently seeks funding, such as this to maintain the option to serve students without financial resources.

Explain what makes this program/project innovative. Program/Project innovation differs for each community. If your program is a traditional arts experience but is unique to your community, please specify. If your program is innovative, relative to traditional arts offerings in your community, please specify.

JHYO offers students the opportunity to receive advanced training under Vincent Gardner, Chief Creative Officer, and Associate Director David Caceres, craftsmen in this field. It also offer exposure students to Jazz greats, such as Wynton Marsalis. JHYO is also modeled on Jazz at Lincoln's youth orchestra, youth receive world-class instruction and pathways to higher education in the art.

What type or level of arts experience do children have as a result of your program? Please select one.

Student Artists: Children observe, are introduced to, and engage in the arts, and practice the artistic process first hand by creating visual and/or performing arts of their own.

Is this a new program? If the answer is NO, how long has the program been in existence?

2021

Organizational Management and Capability: (Question 5)

The organization has the following human capital. Check all that apply.

Board, Staff, Project Manager/Director, Volunteers

Describe your organization's staffing structure.

Number of full-time employees	1
Number of part-time employees	2
Number of volunteers	16

Describe the qualifications and experience of the individuals who will provide this programming and work directly with children.

This project will be led by Chief Creative Officer and Education Director, Vincent Gardner. Vincent is a professional trombonist and accomplished composer and arranger. He studied at Florida A&M University and the University of North Florida where he majored in jazz studies, graduating in 1996. He then went on to pursue a master's degree in jazz history and research from Rutgers University. As a professional, he toured with Lauryn Hill, and for twenty-three years has served as the Lead Trombonist with Wynton Marsalis and the Jazz At Lincoln Center Orchestra. In addition to his musical career, Vincent has served as instructor at The Juilliard School, visiting instructor for Florida State and Michigan State Universities, and as an adjunct instructor at The New School. Most recently he completed a four-year tenure as Trombone Instructor at Northwestern University. He and his wife, Belinda Munro-Gardner are the founders of Jazz Houston.

Race and Ethnicity

Describe the race proportion of your:	Staff	Board
African American	67	0
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	75
Native Hawaiian or Other Pacific Islander	0	0
White	33	25
Two or More Races	0	0
Other	0	0

Describe the ethnicity of your:	Staff	Board
Hispanic/Latino	0	14
Not Hispanic/Latino	100	86

Outside Support: (Question 5 continued)

List community partners supporting the program:

This is a list of key community partners for this program: CenterPoint, LaTrelle's, HEB, St. Mark's Episcopal Church

Organizational Funding: (Question 5 continued)

Has the organization received a TWA Grant in the past? If so, which years?

No

Budget at a Glance

Total Organization Budget Amount	471000
Total Program/Project Budget	250000
TWA Grant Request	30000
Grant request's percentage of total organization budget. Cannot exceed 25%.	This grant request represents 15.7% of the total operation budget for our fiscal year, which begins in July.

If awarded the full grant request, what amount of TWA funding would support the following categories? Please provide a numerical dollar amount for each area.

Staffing/Salaries	5000
Operational Expenses	3000
Supplies and Materials	1200
Facilities (Rent/Mortgage)	0
Technology Equipment	1800
Instructional Resources and Curriculum	3000
Student Transportation Fees	15000
Other: Please specify	Scholarships, Uniform Items, and Evaluation: 1000

Attachments Included

1. Organization's current year budget.
2. Organization's final/actual budget for the previous year.
3. Program/project budget

Other sources of revenue (\$2,000 or more) for the project/program: Provide a list of sponsors, grants, etc., and include dollar amounts.

This is a list of our partners who have donated \$2,000 or more in cash or in-kind donations since our inception: BIPOC Arts Network & Fund - \$20,000, Baird - \$600, Berkley - \$2,000, The Boule Foundation - \$100,000, The Brown Foundation, Inc. - \$50,000, CenterPoint Energy - \$20,000, The Enrico & Sandra Di Portanova Charitable Foundation - \$5,000, H&R Block - \$2,500, H-E-B - \$15,000, Houston Arts Alliance/City of Houston - \$14,099, Houston Fund for Social Justice and Economic Equity - \$100,000, LaTrelle's - \$500, Lang Family Foundation - \$25,000, Mid-America Arts Alliance- \$100,000, Office America - \$1,500, Port Houston - \$7,500, Reggie Van Lee - \$2,500, St. Mark's Episcopal Church - \$2,000, Stavis Wealth Transfer Solutions - \$4,000, Texas Commission on the Arts - \$6,500

Planning, Implementation, and Evaluation: (Question 5 continued)

Program Implementation (if new) or Operational Plan: How will/is this project/program administered? Limit 1500 characters including spaces. Please include details such as where the program will be hosted, how children will be enrolled, how students gain access to this program, if transportation is needed or provided, and how the program will be administered.

JHYO is led by Artistic Director Vincent Gardner and Clinician David Craig. The program is hosted at St. Mark's Episcopal Church in Houston, where weekly two-hour rehearsals are held on Sundays from late August to May of each year. The program culminates with the Summer Residency, which occurs in June of each year. The enrollment process starts in July, with students submitting an application and participating in a live audition. Up to 22 students are accepted annually through a competitive audition process open to middle and high school musicians across the region, though up to 100 students have auditioned. Participants travel from throughout Greater Houston and beyond—including Huntsville, Texas—to attend rehearsals, guest workshops, and live performances. Transportation is not provided, though Jazz Houston assists families in coordinating carpools when possible, and offers virtual auditions where appropriate. There is also a fee of \$500 for student participation, but we seek funding to offset this cost and transportation. The program is artistically directed by Vincent Gardner, with support from Jazz Houston's leadership team. Music selections are chosen collaboratively by Gardner and Clinician David Craig, ensuring a diverse and challenging repertoire. Students engage directly through ensemble rehearsals, sectional instruction, and workshops led by guest artists, gaining professional-level experience in jazz performance, collaboration, and musicianship throughout the year.

Evaluation Plan: How will you evaluate the success of this program? Limit 500 characters including spaces.

JHYO evaluates its impact through pre- and post-program surveys completed by students and parents. Surveys measure growth in musical skills, confidence, college and career readiness, and overall program satisfaction. Feedback is reviewed annually to refine instruction, enhance student support, and strengthen program outcomes

Program/Project Timeline: Provide a detailed timeline to implement this program. If you choose to upload a file to answer this question please type, "Project Timeline attached" in the box below. TWA grant funds must be spent between June 1 - May 31. Limit 800 characters including spaces.

Project Timeline attached

Program/Project Timeline: Optional File Upload.

Project%20Timeline-Jazz%20Houston.pdf

Impact: (Question 6)

Demographic Information of Children Served

Demographic description of the children served by this project/program: Check all that apply.

Low Socioeconomic

Low arts access

Children served represent cultural diversity

What percentage of children served by this program are considered at-risk? The term at-risk is used to identify students or groups of students who statistically have a higher probability of failing academically or dropping out of school.

0

What percentage of the children served by this program are economically disadvantaged?

50

Describe the community served by this program: Check all that apply.

Rural, Urban, Suburban, Inner City, Major Metro Area, Distant

Project Need: What need(s) does this project/program fulfill? Limit 200 characters including spaces

JHYO offers access to music and higher education to marginalized students who would otherwise not have access to this caliber of programming.

Describe the race percentage of the student population served by the program. Please enter a numerical percentage for each. Percentages must add up to 100%.

American Indian or Alaska Native	0
Asian	9
Black or African American	36
Native Hawaiian or Other Pacific Islander	0
White	45
Two or More Races	5
Other	5

What percentage of the children served by this program are Hispanic/Latino? Enter a numerical response totaling 100%.

Hispanic/Latino	27
Not Hispanic/Latino	73

Optional Content Provided

Is there anything else that should be considered about this project/program? (Optional)

In addition to its strong focus on musical excellence and education, JHYO members also participate in community outreach during the Summer Residency. In addition to the rehearsals and college tours, we engage in meaningful community outreach by visiting local schools, shelters, or service organizations. These visits allow students to share culture, provide resources, and gain firsthand insight into the needs and experiences of the communities they serve. This component strengthens students' leadership, empathy, and civic engagement while reinforcing JHYO's commitment to using the arts as a tool for positive social impact.

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

DEPARTMENT OF THE TREASURY

Date: SEP 14 2017

JAZZ HOUSTON
C/O PETE OSORNIA
1000 LOUISIANA ST STE 6800
HOUSTON, TX 77002

Employer Identification Number:
81-4016975
DLN:
17053199306047
Contact Person:
JASON T SAMMONS ID# 31616
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 23, 2016
Contribution Deductibility:
Yes
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 public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). 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-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Income Statement (Profit and Loss)

Jazz Houston

For the year ended June 30, 2025

2025

Income

Grants	395,730.75
Interest Income	9.76
Public Donations	86,765.26
Total Income	482,505.77

Gross Profit

482,505.77

Operating Expenses

Accounting	2,250.00
Advertising & Marketing	4,684.00
Bank Service Charges	169.50
Charitable Contributions	2,000.00
Continuing Education	250.00
Dues & Subscriptions	1,260.89
Equipment Rental	2,450.00
Insurance	1,010.00
Management Fees	78,000.08
Meals & Entertainment	6,534.89
Merchant Fee	34.16
Musician Fees	95,165.00
Outside Services	47,811.09
Postage & Delivery	452.02
Printing & Stationery	311.00
Rental-Venue	15,788.87
Storage	2,545.00
Supplies	1,773.39
Travel	36,384.11
Uniforms	5,057.62
Total Operating Expenses	303,931.62

Operating Income

178,574.15

Net Income

178,574.15

JHYO
Program Budget
(School Year + Summer Residency)

Total Program Cost: \$250,000
Summer Residency: \$85,000

I. EXPENSE BUDGET (Itemized)

A. Program Operations (Non-Trip) – \$160,000

Expense Category	Amount	Description
Staffing / Salaries	\$55,000	Artistic Director, Assistant Director, sectional coaches, admin support
Instructional Resources & Curriculum	\$15,000	Charts, arrangements, licensing, clinician masterclasses
Supplies & Materials	\$7,500	Instruments/maintenance, binders, printing, music accessories
Technology / Equipment	\$10,000	Mics, audio gear, rehearsal recording equipment, cables
Operational Expenses	\$20,000	Insurance, marketing, communications, office admin
Performances & Production Costs	\$27,500	Local venue fees, guest artist honorariums, sound equipment
Uniforms/Attire	\$10,000	JHYO shirts, jackets, concert black, extra student needs
Scholarships / Program Participation	\$10,000	covers need-based support

Contingency Reserve	\$5,000	Program buffer for unexpected expenses
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B. Culminating June Trip (Out-of-State) – \$85,000

Trip Expense Category	Amount	Description
Airfare / Transportation	\$40,000	Flights or charter ground transportation for students + chaperones
Hotel / Lodging	\$22,000	Shared hotel rooms for students, staff, and chaperones
Meals	\$8,000	Breakfast/lunch/dinner stipends or group meals
Performance Expenses (Joint Concert)	\$5,000	Venue fees, backline, production, local support
Chaperone Costs	\$5,000	Travel stipends or coverage
Excursions / Educational Activities	\$3,000	College visits , museum tours, cultural activities
Travel Contingency	\$2,000	Emergency buffer

TOTAL EXPENSES = \$250,000

II. INCOME BUDGET (Itemized)

Income Source	Amount	Notes
TWA Grant Request	\$30,000	Pending award
Foundations / Grants (Other)	\$70,000	Local arts foundations, corporate philanthropies

Corporate Sponsorships	\$40,000	Branded concert support, underwriting
Individual Donors / Annual Campaign	\$45,000	Major gifts + recurring supporters
Program Fees (Participation)	\$25,000	Reduced, reflecting increased scholarships & trip support
Fundraising Events / Benefit Concert	\$20,000	Annual gala, community concert, donor dinner
In-Kind Donations	\$10,000	Food, transportation, equipment
Jazz Houston General Operating Support	\$0-\$10,000	Optional internal allocation if needed

TOTAL PROJECT INCOME = \$250,000

JHYO Project Timeline
June 1, 2026 – May 31, 2027

Time Period	Activities
June – July	<ul style="list-style-type: none">• Summer Residency for current JHYO students (intensive rehearsals, masterclasses, skill-building)• Finalize annual program schedule• Outreach to schools and community partners• Open registration and publish audition requirements
August	<ul style="list-style-type: none">• Host auditions and select up to 22 students• Confirm enrollment and onboard families• Purchase music, supplies, and instructional materials• Prepare rehearsal space and administrative setup
September – December	<ul style="list-style-type: none">• Weekly 2-hour Sunday rehearsals• Guest artist workshops• Mid-semester student/parent survey• Reinforce transportation coordination (Uber/carpools)• Expend funds on clinician fees, music licensing, rehearsal operations
January – March	<ul style="list-style-type: none">• Continued rehearsals and sectional coaching• Winter/Spring performances and showcases• Ongoing monitoring of student progress• Additional guest workshops as budget allows
April – May	<ul style="list-style-type: none">• Final rehearsals and year-end performance• Post-program student and parent surveys• Program evaluation and reporting• Closeout of grant spending• Begin planning for next audition cycle

JYHO Summer Residency 2025

From strolling the streets of NYC and unforgettable jazz club nights, to the sky-high meals and meeting the Jazz at Lincoln Center Orchestra- every moment of the JHYO tour was pure magic!

- Monday- Travel, meet and greet and rehearsal observation with Jazz at Lincoln Center Orchestra musicians, Times Square
- Tuesday- Juilliard tour, Staten Island Ferry ride, 9/11, West Village, Dinner and show at Dizzy's Club
- Wednesday- Broadway show, Dinner at Board Member residence, Robert Glasper Concert
- Thursday- Jazz House Kids collab, Montclair Jazz Festival Soundcheck Series Performance
- Friday- Manhattan School of Music Tour, Pre JLCO Concert Performance at Jazz at Lincoln Center Ertegun Atrium.
- Saturday- Empire State building tour and departure



jwill333

JHYO → NY



@jazzhoustonorg





















