



KEY BISCAYNE WOMEN'S GIVING CIRCLE GRANT

GRANT APPLICATION INSTRUCTIONS

The Key Biscayne Women's Giving Circle is devoted to growing philanthropy among women, with the aim of identifying and financially supporting programs for women and/or children in need throughout Miami-Dade County. To apply, fill out the form below and attach all of the following requested documents. Proposals should be concise and fit the parameters outlined below.

ELIGIBILITY & LIMITATIONS

Nonprofit, tax-exempt community-based organizations are eligible. Programs generally not considered are: (1) programs involving specifically religious or sectarian activities; and (2) political activities or organizations.

REVIEW PROCESS

Grant applications will follow the following procedure: (1) applications will be screened by staff or grants committee members; (2) the grants committee will thoroughly review the applications; (3) a site visit or meeting with the applicant will be scheduled if necessary; (4) a recommendation will be brought to the executive committee for a vote; and (5) applicants will be notified in writing of the board's decision.

REQUIRED DOCUMENTATION

- A list of the board, officers, and mission statement.
- A copy of the IRS Determination Letter of 501(c)(3) status or a fiscal agent's letter;
- Evidence of registration as charitable organization with the Florida Department of Agriculture & Consumer Services;
- A copy of the organization's current fiscal year operating budget; and
- A copy of the most recent 990 tax form and audit (if available).
- The project narrative which should be no more than 2 pages typed using 12-point font and include:
 - The history and mission of your organization;
 - An in-depth description of the proposed project including: How your proposal will enhance the quality of life for women and/or children in need throughout Miami-Dade County; your project's objectives and proposed strategies, activities, and timeline for achieving them; an estimate of how many volunteers will be involved in your project; how you will measure your success; and if applicable, list any organizations you will be partnering with in the project.
- The project budget which should include:
 - The total cost of the project. This should include the amount sought from the Key Biscayne Women's Giving Circle, as well as other planned sources of support, if necessary, and the status of these requests, as appropriate, for sustaining the project when grant funds expire;
 - A line-item budget reflecting all expenses and income for the project; and
 - Identification of how the Key Biscayne Women's Giving Circle money is to be spent.

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General Instructions

Answer all questions. Leave no blanks. Please type or print neatly in black ink. Incomplete applications will not be accepted.

GENERAL INFORMATION

Name of Organization _____ Year Incorporated _____

Address _____

Web Address _____

Executive Director/President _____

Contact Person's Name _____ Contact Person's Title _____

Contact Person's Telephone _____ Contact Person's Email _____

PROJECT OVERVIEW

Project Title _____

Project Description (max 500 characters) _____

Target Population _____

Amount Requested _____

Collaborating Organizations _____

General Population Served (max 500 characters) _____

Services Provided (max 500 characters) _____

ASSETS

Investments (\$) _____ Savings Account(s) (\$) _____

Other (\$) _____

Are you receiving assistance from any other source? _____

Please explain (loan, family, etc.) _____

YOUR NEED

Have you experienced the economic hardship in the past (6) months? _____

Please describe your financial need and the special circumstances which created the financial difficulty.

Your request (\$) _____

ATTACHMENTS

Please attach/include all of the following items with your application. Documents should be concise.

- Board/Officers/Mission Statement
- Evidence of Registration with the Florida Department of Agriculture & Consumer Services
- IRS Determination Letter of 501(c)(3) status or a Fiscal Agent's Letter
- Current Fiscal Year's Operating Budget
- Most Recent 990 Tax Form & Audit
- Project Narrative
- Project Budget

AUTHORIZED CERTIFICATION

The individual certifying and submitting this application form must be legally authorized to enter into contracts on behalf of your organization.

Authorized personnel are accountable for the information contained in the application form and its attachments, responsible for assuring performance of activities contained in the application and compliance with Key Biscayne Community Foundation policies and procedures. Authorized status is mandated by the organization's official policy and action is conveyed in written documents authorizing named individuals to sign specific types of agreements on behalf of the organization and its board. Authorized personnel typically include the organization's executive staff and executive board positions such as: executive director, CEO, CFO, board chairperson, etc.

Signature of Individual

Title

Date