

**COMMUNITY FOUNDATION OF GREATER SUN CITY CENTER
P. O. BOX 5914, Sun City Center, FL 33571
Phone/Fax (813) 633-6677**

GRANT APPLICATION FORM

Date of Application _____

Name of Organization _____

Address _____

Name and Position of Person in Charge: _____

Phone _____ E-Mail _____

When was your organization founded? _____

Does your organization have IRS 501(c)(3) tax exempt status? Yes _____ No _____

Name of Project _____

Project Director _____ Phone _____

E-Mail _____

Is this project new? _____ Existing? _____

Total Organization budget: _____ Total project budget: _____

Grant Amount requested _____

NARRATIVE PORTION

Respond to the following questions in the space provided

What is the mission of your Organization?

Describe the project and how it fits into the overall mission of the organization (e.g. purpose, goals, history, why it was started, how it addresses an identified need, activities achievements).

Why is your organization unable to financially support the project? Does it support the project in other ways? If so, how?

Describe how the Community Foundation grant will be used, and publicly recognized, if awarded.

Results Expected:

How will you know if results are achieved?

If funds are not received, what will happen to the project?

If partial funding is received, how will remaining funds be acquired?

How will the project be supported after this grant period?

Have funds for this project been requested from other sources? Yes_____ No_____

If yes, from what sources and what was the determination? If refused, by what sources and why?

PROJECT BUDGET SUMMARY

Fiscal Year _____ to _____

Please provide budget line items and amounts

INCOME

Source **Amount**

EXPENSES

Breakdown of Project Costs **Amount**

Attach the following documents to this application:

- List of Board of Directors**
- Latest audited financial statements**
- Copy of IRS Tax Exempt determination letter, 501(c)(3)**
- Most recent annual report**

**Send all information to: Community Foundation of Greater Sun City Center
P.O. Box 5914
Sun City Center, FL 33571**

Submitted by _____

Title _____ **Phone** _____ **E-Mail** _____

**COMMUNITY FOUNDATION OF GREATER SUN CITY CENTER
PO BOX 5914, Sun City Center, FL 33571
Telephone/Fax 813-633-6677**

GRANT APPLICATION GUIDELINES

The Community Foundation of Greater Sun City Center, Inc. is a nonprofit, tax exempt organization, which administers funds established by individuals, corporations, private foundations and non-profit organizations to support the charitable needs of South Hillsborough County. Many of the funds within the Foundation are set up for specific purposes or were established by donors who are actively involved (with the staff and board) in selecting grant recipients. The Community Foundation awards creative grants (from its unrestricted fund) with the goal of fostering positive changes in the lives of our citizens. The Foundation is frequently referred to as the “venture capitalist” of the non-profit world.

Who is eligible to receive a grant from the unrestricted fund of the Foundation?

Grants are made to tax-exempt agencies (which the Internal Revenue Service classifies as 501(c)(3) organizations) or organizations whose programs are consistent with what tax-exempt agencies would perform. The Foundation serves the greater Sun City Center area in South Hillsborough County.

What projects and programs does the Foundation support?

Program interests of the Foundation include arts and culture, community enablement, education, environment, animal shelters, health & human services, history, neighborhoods, senior citizens, youth & families.

Grantmaking Criteria used to evaluate applications for unrestricted funds:

1. An organization exhibiting strong management skills and sound leadership.
2. A project which leverages dollars and/or people power.
3. A creative project that has a positive impact on the community.
4. A project that addresses a specific identified and prioritized need in the community.
5. A project for which the Community Foundation grant plays an important role.
6. Seed money for innovative projects.

The Foundation is generally not interested in requests for:

1. Day to day operating costs.
2. Grants for capital campaigns.
3. Tickets for any fundraising event or advertising space in programs or other publications.
4. Legislative lobbying or political campaigns.
5. Experimental medical research.
6. Religious or sectarian purposes.
7. Loans or assistance to individuals.
8. Multiple year funding. Any consideration is not to exceed three years.

GRANT APPLICATION GUIDELINES (SUMMARY)

1. History and purpose of organization.
2. Description of project. Include timetable, objectives to be accomplished and how success will be measured.
3. Provide a budget for the project. List all other sources being asked to fund project and the amounts requested/received. Indicate the amount you are requesting of the Foundation.
4. Name the participants.
5. Provide a copy of 501(c)(3) letter.
6. Additional information may be required, i.e., operating budget, audit report, list of board members, staff, long range plan and fund raising report. Requests usually should not exceed more than one per year.
7. A final report indicating how the funds were spent including number served, duration of project and final cost or project as well as an evaluation of its' success and/or failure.

