

Grant Application

All organizations applying for grants from the Foundation should complete a Registration form and submit updated documentation.

Please submit three stapled copies of the proposal to the Foundation office. Do not fax proposals. Proposals should be concise and include the information outlined below.

The **Narrative** should include, in no more than 2 typed pages, using 12 pt. font:

- The history and mission of your organization.
- An in depth description of the proposed project including:
 1. How your proposal will enhance the quality of life for the Key Biscayne community.
 2. Your project's objectives and proposed strategies, activities and timeline for achieving them.
 3. An estimate of how many volunteers will be involved in your project.
 4. How you will measure your success.
 5. If applicable, list any organizations you will be partnering with in the project.

The **Budget** should include:

- The total cost of the project. This should include the amount sought from the Foundation, as well as other planned sources of support, if necessary, and the status of these requests. Describe your plans, as appropriate, for sustaining the project when grant funds expire.
- A line-item budget reflecting all expenses and income for the project.
- Identification of how the Foundation money is to be spent.

Mission:

The mission of the Key Biscayne Community Foundation is to enhance the quality of life for all members of the Key Biscayne community by:

- supporting and funding programs that serve the members of our community;
- designing special initiatives that respond to specific community issues;
- encouraging cooperation and collaboration among groups within the community and;
- assisting donors in benefiting the community while achieving their charitable objectives.

Application Form

Key Biscayne Community Foundation Grant Guidelines

Foundation Priorities:

- The Foundation is most likely to fund projects that:
 - Enhance the quality of life in the Key Biscayne community (for example, the arts, the environment, and educational programs for persons of all ages);
 - Build on strengths and assets of people and organizations of Key Biscayne and engage in effective community development and problem solving;
 - Promote philanthropy and community service;
 - Promote cooperation and collaboration among the organizations of the Key Biscayne community;
 - Promote leadership and development of resources in identifying and meeting local needs;
 - Respond creatively and in a timely manner to existing or emerging community interests and challenges.

Grant Range:

Grants generally range from \$500 - \$2500

Special Initiative Grants:

The Foundation will, on occasion, develop special initiatives that address a community issue or need. Information regarding these initiatives will be available on the Foundation website as they are developed.

Eligibility:

501 (c) 3

Limitations:

- Programs generally not considered are:
 - Programs involving specifically religious or sectarian activities
 - Political activities or organizations

Review Process:

- Grant applications will follow the following procedure:
 - Applications will be screened by staff or grants committee member
 - The Grants committee will review the applications.
 - A site visit or meeting with the applicant will be scheduled if necessary.
 - A recommendation will be brought to the full Board for vote.
 - Applicants will be notified in writing of the Board decision.

Grant Application Instructions:

- Please complete Grant Application Cover Sheet and submit with your application.
- Additional instructions are on the reverse side.
- If you are a first-time applicant, please complete and submit the Registration Form.

Grant Application Cover Sheet

Date of Submission: _____

Name of Organization: _____

Address: _____

Contact Person: _____

Telephone: _____

e-mail: _____

Registration Complete?: Yes No

Date: _____

Updated as of: _____

Project Title: _____

Target Population: _____

Amount Requested: _____

Discretionary Grant (\$500.00-\$2500.00)

Ritz-Carlton Youth Safety Grant (\$500.00-\$1000.00)

Community Building Grant (\$1000.00-\$2500.00)

Collaborating organizations: _____

Assistance and Support is available through the Foundation office at

www.keybiscaynefoundation.org

We strongly support organizations working in collaboration with each other. If your organization would like to be linked to another with similar interests in the matters of this grant (i.e. recruiting volunteers, participants, etc.) please contact the Foundation office.

For Office Use Only:

KBCF funding source: _____

Grant cycle: _____

Reviewed by: _____

Recommendation to KBCF Board: approve decline

Board action: approve decline

Date: _____

Amount approved: _____

NOTES: _____

Types of Grants

Discretionary Grants

Provided for programs which further the goals of the Key Biscayne Community Foundation.

Grants range from \$500-2,500

The Ritz-Carlton Youth Safety Initiative

Initially established by the principals of The Ritz-Carlton, Key Biscayne.

Funds programs which provide services to the youth of Key Biscayne, such as teaching and reinforcing safety in sports and recreation.

Grants range from \$500-1,000.

The Community Building Initiative

Established by the Key Biscayne Community Foundation.

Funds programs which specifically focus on developing a sense of community for those who live and work on Key Biscayne. Programs may explore issues of diversity, focus on building community and encourage residents to invest in the community by donating their time, talent and treasure.

Grants range from \$1,000-2,500.



Registration Form

Date Completed:

Name of Organization:

Executive Director/President:

Primary Contact (if different):

Address:

Telephone:

FAX:

Web address:

e-mail:

Tax ID#:

Total Operating Budget:

General population served and service priorities: _____

Attachments:

- A list of the governing board and its officers and mission statement.
- A copy of the IRS Determination Letter of 501(c)(3) status or fiscal agent's letter.
- Evidence of registration as a charitable organization with the Florida Department of Agriculture and Consumer Services.
- A copy of the organization's current fiscal year operating budget.
- A copy of the most recent 990 tax form and audit (if available).

This information will be kept on file in the Foundation office in order to minimize the amount of paperwork required for each grant application. When applying for a grant please take the time to confirm that the Foundation has updated copies of these documents. **For questions please contact the Foundation office at 305-361-2770**