



"It's what great communities do!"

July, 2011

TO: Non-Profit Service Providers

FROM: Manatee Community Foundation

RE: Lakewood Ranch Community Fund

The **Lakewood Ranch Community Fund**, a donor advised fund of the Manatee Community Foundation, is pleased to announce that it is accepting **grant applications** from qualified 501(c) (3) organizations for its Fall 2011 Grant Program.

- **Priority** funding will be given to those organizations located in or providing services to the general Lakewood Ranch geographic area. *(If you are unsure as to whether or not your organization or project qualifies, please contact Marilyn Howard, MCF Executive Director at 556-5444).*
- The average project proposal request usually ranges between \$2,500 - \$5,000. Any project proposals over \$10,000 must be discussed with the MCF Executive Director, Marilyn Howard, before being submitted.
- Term of grant: one year.
- The Grants Committee will consider requests for needs and opportunities **impacting the citizens of the general Lakewood Ranch community in the areas of education, human services and health only.**
- Please review the enclosed grant guidelines before submitting the grant application.

ALL APPLICATIONS RECEIVED WILL BE ACKNOWLEDGED BY EMAIL.

DEADLINE: **September 1, 2011** (grant applications must be postmarked or received by MCF).

Lakewood Ranch Community Fund  
Manatee Community Foundation  
3103 Manatee Avenue W  
Bradenton, FL 34205

GRANT AWARDS: Grants will be awarded in **October 2011**.



LAKWOOD RANCH



## 2011 GRANTMAKING PRIORITIES

- ◆ **Education** (*supporting early childhood development, primary education through completion of high school and preparation for employment*)
- ◆ **Health** (*supporting basic medical, dental and mental health needs*)
- ◆ **Human Services** (*aiding families, youth, seniors, the disabled and the disadvantaged*)

When emerging community needs indicate, the Grants Committee of the Foundation may, from time to time, designate areas within these categories for special emphasis.

## FUNDING ELIGIBILITY GUIDELINES

Non-profit tax-exempt organizations that **serve Lakewood Ranch area residents** are eligible to apply. Applications in support of the following are discouraged:

- General support/normal operating expenses;
- Building campaigns;
- Deficit financing and debt retirement;
- Endowment funds;
- Fraternal organizations, societies or orders;
- Grants for conferences or seminars (support for or attendance at);
- Individuals, except for scholarships;
- Political organizations or political campaigns;
- Religious organizations for sectarian purposes;
- Lobbying legislators or influencing election;
- Fundraising events;
- Scientific research;
- Surveys and personal research;
- Private elementary, middle or high schools for the benefit of their students;
- Travel for individuals or groups such as bands, sports teams, and classes;
- Writing, publication, or production of articles, books, videos, or films.

(continued below)

**Lakewood Ranch Community Fund**  
**2011/12 Grant Application Form – Community Organizations**

*Please number your responses according to the following format.*

1. Legal name of organization as shown on IRS Exemption letter
2. Physical and mailing address, including **e-mail address**
3. Contact person, title
4. Telephone and fax numbers
5. Amount of money requested in this grant application and the total cost of the project
6. Using no more than three (3) sentences, describe how the grant funds will be used
7. Mission of organization, primary goals, and recent major accomplishments of the organization
8. Project description (*please follow format and letter each section*):
  - A. Number of clients to be served by this grant
  - B. The community need met by the proposal
  - C. What other local agencies or services address the same problem(s) and how they do so—a statement of how your approach differs from or augments these services
  - D. How will you measure the success or effectiveness of this program?  
(# of classes, participants, benefit to participants after this program, etc.)
  - E. A timetable and/or work plan for the project
  - F. If your project/program will cost more than you are requesting from us, indicate how you will fund the balance. Show any in-kind support, other grants applied for, and/or funds already received on your project budget.
  - G. If the program is ongoing, indicate a plan for continuing to fund the project after the initial grant period is over
9. A line item budget for the project for which you are applying
10. If applicable, letters of agreement from collaborating organization(s)  
(*example, if this program is to be conducted in a school, you must include a letter of support and agreement from the school principal*)
11. In an effort to better inform the community about the efforts of the Lakewood Ranch Community Fund, the Fund is asking what action items your organization will commit to in order to publicize this possible grant to your constituents and the broader community. Please list.
12. Quotations from three separate sources for any equipment and/or materials requested in the grant if over \$500 and outlined in the budget
13. Amount of your agency's endowment, if any; AND amount of endowment of affiliated organization and/or foundation, if any
14. Where applicable, the percent of your annual budget that goes to your national affiliate. Will any percent of THIS grant go to your national affiliate?

(continued below)

15. A copy of your organization's audit or statement of income and expenses for the previous year AND most recent 990 if applicable
16. Agency budget for the current year
17. A copy of the organization's most recent 501 (c)(3), determination letter, which is the IRS letter of exemption from *federal income tax* (not state sales tax exemption certificate) or other proof of federal tax-exempt status
18. A list of the Board of Directors, their addresses and occupations
19. A letter signed by the President/Chair of the Board authorizing the grant submission.

Please submit all documentation on 8 ½ by 11-inch paper printed on one side and unbound. **Submit 8 copies of Items 1-11 and one copy of Items 12-19.**

Lakewood Ranch Community Fund  
Manatee Community Foundation  
3103 Manatee Avenue W  
Bradenton, FL 34205

Phone: (941) 747-7765      Fax: (941) 747-7899  
Email: [joan@manateecf.org](mailto:joan@manateecf.org)

If you have any questions concerning the grant application,  
please feel free to call:  
Joan McCaw, Office Administrator  
Manatee Community Foundation