



TO: Non Profit Service Providers

FROM: Manatee Community Foundation

RE: Grants

The Manatee Community Foundation is accepting grant applications from qualified 501(c)(3) organizations for its Spring 2012 Grant Program

Average project proposals usually range between \$2,500 - \$5,000. Project proposals over \$10,000 will not be considered. If you have any questions regarding your proposal, it is recommended that you contact MCF Executive Director, Marilyn Howard (747-7765) to discuss your grant proposal before submitting your application.

Term of grant: one year

Application deadline (must be in the MCF office or postmarked by):
Friday, February 24, 2012

Grant Application Format is available at www.manateecf.org
(click on Grants>Grant applications)



GUIDELINES FOR GRANT APPLICATIONS TO THE MANATEE COMMUNITY FOUNDATION

The mission of the Manatee Community Foundation is to connect donors' philanthropic interests with the broad needs of the community by:

- Encouraging the creation of permanent charitable endowment funds,
- Investing resources prudently,
- Distributing funds responsively and creatively, and
- Promoting communication and collaboration among individuals and nonprofit organizations.

THE PURPOSE OF THE FOUNDATION'S GRANTMAKING PROGRAM

- **Spark change** in the way community problems are addressed and solutions are implemented,
- **Respond to emerging or changing needs** through the provision of services or programs,
- **Strengthen the capabilities of nonprofit agencies** both in the delivery of programs and in organizational management.

The Grants Committee will seek the greatest impact for the funding while recognizing that prevention is more cost-effective than treatment. Demonstration projects that test practical approaches and models for the community will be a high priority, as will programs that strive to equip people to help themselves. Also, committing venture capital to promising but untried ideas that are of a size and scope that have a reasonable chance of success will be considered.

GRANTMAKING PRIORITIES

- ◆ **Arts and humanities** (*increasing audiences for local artistic pursuits*)
- ◆ **Community Development** (*encouraging access to and use of community-based development methods*)
- ◆ **Education** (*supporting early childhood development, primary education through completion of high school and preparation for employment*)
- ◆ **Environment** (*promoting ways to conserve resources, encourage responsible animal welfare and protect wildlife*)
- ◆ **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.

Generally, the Foundation will not consider funding the same agency or institution more than once during a twelve-month period, unless the Board of the Foundation honors a donor's request or designation.

FUNDING ELIGIBILITY GUIDELINES

Non-profit tax-exempt organizations that **serve Manatee County residents** are eligible to apply. Grants are made outside the area only when suggested by donor advised funds. 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.

HOW THE GRANTS COMMITTEE EVALUATES AN APPLICATION

In reviewing grant applications, the Foundation gives careful consideration to:

- The potential impact of the request and the number of people who will benefit;
- The imaginative or collaborative approach;
- The extent of local volunteer involvement and support for the project;
- The commitment and composition of the organization's Board of Directors;
- The degree to which the applicant works with or complements services of other organizations;
- The organization's fiscal responsibility and management qualifications;
- The possibility of using the grant as seed money for matching funds from other sources;
- The ability of the program to obtain the necessary additional funding to implement the project;
- The ability of the organization to provide ongoing funding after the term of the grant;
- The potential visibility of the project;
- The ability of the project to spark change or show entrepreneurial initiative

Grant Application 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 number
5. Fax number
6. Amount of money requested in this grant application and total cost of the project
7. Using no more than three (3) sentences, describe how the grant funds will be used
8. Mission of organization, primary goals and recent major accomplishments of the organization
9. 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) Plan for output measurement: the direct product of program operation (e.g. # of classes taught, # of participants served)
 - E) Plan for outcome measurement: the benefit of participants during or after participating in the program
 - F) A timetable and/or work plan for the project
 - G) 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.
 - H) If the program is ongoing, indicate a plan for continuing to fund the project after the initial grant period is over
10. A line item budget for the project for which you are applying
11. If applicable, letters of agreement from collaborating organization(s)
12. Quotations from three separate sources for any equipment and/or materials requested in the grant 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?
15. A copy of your organization's audit or statement of income and expenses for the previous two years 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 or the Principal of the School authorizing submission of the proposal.

Please submit all documentation on 8 1/2 by 11 inch paper printed on one side and unbound.
Submit 8 copies of Items 1-11 and one copy of Items 12-19.

**Marilyn Howard, Executive Director
Manatee Community Foundation
3103 Manatee Avenue West
Bradenton, FL 34205
Phone: (941) 747-7765 FAX: (941) 747-7899**