



Our Mission:

The **Key Biscayne Community Foundation** is a 501(c)(3) public charity founded in 2004 to enable, facilitate, and empower Key Biscayne residents to make a positive difference in the local, greater, and global community through programs, grant-making, fiscal sponsorship, and community leadership. The Key Biscayne Community Foundation:

- supports programs and organizations that raise the quality of life and serve members of the local, greater, and global community;
- designs special initiatives that respond to local, greater, and global community-specific issues;
- encourages cooperation and collaboration among groups within the local, greater, and global community; and
- assists donors in achieving their charitable goals to benefit the local , greater, and global community.

Foundation Priorities:

The **Foundation** is most likely to fund projects that:

- enhance the quality of life in the local, greater, and global community (for example, the arts, the environment, and educational programs for persons of all ages);
- build on the strengths and assets of people and organizations of the local, greater, and global community and engage in effective community development and problem solving;
- promote cooperation and collaboration among the organizations of the local, greater, and global community;
- promote the leadership and development of resources in identifying and meeting local needs; and
- respond creatively and in a timely manner to existing or emerging community interests and challenges.

Grant Range:

Grants generally range from \$500 - \$2,500.

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:

Nonprofit, tax-exempt community-based organizations

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 members.
- The grants committee will thoroughly 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 of directors for a vote.
- Applicants will be notified in writing of the board's decision.

Grant Application Instructions:

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

Types of Grants:

Discretionary Grants: Provided for programs that 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 Run-Carlton, Key Biscayne. Funds programs that 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 that 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.**

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 be no more than 2 typed pages using 12 pt. font and should 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 the Key Biscayne community; 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 **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, 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 Foundation money is to be spent.



Key Biscayne Community Foundation Grant Application

Grant Application Cover Sheet:

Date of Submission:

Name of Organization:

Address:

Contact Person:

Contact Person Telephone:

Registration Completion/Updated Date:

Project Title:

Target Population:

Amount Requested:

Collaborating Organizations:

Collaborating Organizations:

Contact Person Email:

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: _____ Board Action: _____

Date: _____ Amount Approved: _____

Notes: _____

Grant Registration Form:

Date Completed:

Name of Organization:

Executive Director / President:

Primary Contact (if different):

Address:

Telephone:

Fax:

Web Address (url):

Email:

Tax IDs:

Total Operating Budget:

General Population Served:

Services Provided:

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 a 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 at

www.keybiscaynefoundation.org.