



APPLICATION OVERVIEW

Key Biscayne Community Foundation Discretionary Grant

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.

The **Project Narrative** should be no more than 2 typed pages using 12 pt. font and should include: the history and mission of your organization; and 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 **Project 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.

If you have questions or concerns, please contact us at info@keybiscaynefoundation.org.

- ◆ Name of Organization
- ◆ Year Incorporated
- ◆ Address
- ◆ Web Address
- ◆ Executive Director / President
- ◆ Contact Person's Name
- ◆ Contact Person's Title
- ◆ Contact Person's Telephone
- ◆ Contact Person's Email
- ◆ Field of Interest
- ◆ Project Title
- ◆ Project Description (max 75 words)
- ◆ Target Population
- ◆ Amount Requested
- ◆ Collaborating Organizations
- ◆ General Population Served (max 75 words)
- ◆ Services Provided (max 75 words)
- ◆ Board / Officers / Mission Statement (PDF)
- ◆ IRS Determination Letter of 501(c)(3) status or a Fiscal Agent's Letter (PDF)
- ◆ Evidence of Registration with the Florida Department of Agriculture & Consumer Services (PDF)
- ◆ Current Fiscal Year's Operating Budget (PDF)
- ◆ Most Recent 990 Tax Form & Audit (PDF)
- ◆ Project Narrative (PDF)
- ◆ Project Budget (PDF)

Impacting the LOCAL,
GREATER,
GLOBAL &
COMMUNITIES.