



KBCF DISCRETIONARY GRANT

GRANT APPLICATION INSTRUCTIONS

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. Grants range from \$500 to \$2,500. The application period for the Key Biscayne Community Foundation Discretionary Grant is March 15 to April 15, 2023.

ELIGIBILITY & LIMITATIONS

Nonprofit, tax-exempt community-based organizations are eligible for the KBCF Discretionary Grant. Programs generally not considered include:

- programs involving specifically religious or sectarian activities;
- political activities or organizations.

REQUIRED DOCUMENTATION

- 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).
- The project narrative which should be no more than 2 pages typed using 12-point font and 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 women and/or children in need throughout Miami-Dade County; 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 which should include:
 - The total cost of the project. This should include the amount sought from the Key Biscayne Women's Giving Circle, 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 Key Biscayne Women's Giving Circle money is to be spent.

Impacting the LOCAL,
GREATER,
GLOBAL &
COMMUNITIES.

KBCF DISCRETIONARY GRANT APPLICATION

General Instructions

Answer all questions. Leave no blanks. Please type or print neatly in black ink. Incomplete applications will not be accepted.

GENERAL INFORMATION

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 _____

PROJECT OVERVIEW

Field of Interest _____

Project Title _____

Project Description (max 500 characters) _____

Target Population _____

Amount Requested _____

Collaborating Organizations _____

General Population Served (max 500 characters) _____

Services Provided (max 500 characters) _____

ATTACHMENTS

Please attach/include all of the following items with your application. Documents should be concise.

- Board/Officers/Mission Statement
- Evidence of Registration with the Florida Department of Agriculture & Consumer Services
- IRS Determination Letter of 501(c)(3) status or a Fiscal Agent's Letter
- Current Fiscal Year's Operating Budget
- Most Recent 990 Tax Form & Audit
- Project Narrative
- Project Budget

AUTHORIZED CERTIFICATION

The individual certifying and submitting this application form must be legally authorized to enter into contracts on behalf of your organization.

Authorized personnel are accountable for the information contained in the application form and its attachments, responsible for assuring performance of activities contained in the application and compliance with Key Biscayne Community Foundation policies and procedures. Authorized status is mandated by the organization's official policy and action is conveyed in written documents authorizing named individuals to sign specific types of agreements on behalf of the organization and its board. Authorized personnel typically include the organization's executive staff and executive board positions such as: executive director, CEO, CFO, board chairperson, etc.

Signature of Individual

Title

Date