



COMMUNITY  
FOUNDATION  
OF BROWARD

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*For Good. For Ever.*

Grant

Guidelines

and

Application Form

# Community Foundation of Broward Grant Guidelines

The Community Foundation of Broward, through the support and guidance of its board of directors, community focus groups and individuals has revised its grantmaking process in order to concentrate on families within the at-promise (low-socioeconomic) communities of Broward County. During the 10-month study, we found four common threads required to create community change. First, to help even one member of a family, the infrastructure of the entire family unit must be strengthened. Second, to address gaps in service, collaboration must occur between organizations. Third, to empower change, technology and the arts must be considered as tools and not as ends. And fourth, to reach at-promise communities, programs must be designed and created with outreach components to serve neighborhoods, within neighborhoods.

As a result, the Community Foundation of Broward will support programs that:

- take holistic approaches to strengthening the infrastructure of the entire family
- occur in neighborhoods of at-promise communities in order to create and increase access to programs
- use collaborative models that result in stronger programs
- address one or more of the priorities as defined below

## **GRANTMAKING PRIORITIES**

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### **The Arts: Tools for Community Change**

The arts should be a tool to empower and develop potential and community solutions. Because the arts can build bridges of understanding between people by providing a non-threatening way for social interaction and dialogue, we feel the arts have the power to inspire change. We believe that children and families should have the opportunity to participate in enriching experiences, which expand both their imaginations and their horizons. Through the arts, children and families can develop creativity, build self-esteem, self-confidence and character, promote teamwork, challenge personal goals, and enhance self-awareness. The arts can be a tool for community change.

### **Foster Care: Helping Children and Families in Crisis**

Domestic violence, substance abuse, mental illness, economic tensions and lack of parenting skills are some of the causes that place children in the foster care system. The Community Foundation of Broward wants to address these issues for families in crisis in order to decrease the flow of children entering the foster care system. Additionally, we want to reduce the number of years a youth spends in the system by creating reunification plans with biological parents, or, ensuring an alternative placement that models a nurturing environment with adequate support systems. By enhancing the quality of services, we want children to feel they belong to communities. We want to encourage children to achieve intellectually and emotionally. We want to ensure each young adult that leaves the system at 18 has the necessary skills to thrive in society. Through this focus we hope to create a continuum of quality family services for families in our community.

### **Out-of-School Time: Experiences to Empower, Enlighten & Engage Family Development**

Before school, after school, weekends, summer vacation and teacher in-service days define out-of-school time for students ages 4 and higher. The loss of the extended family to care for children of working families requires a greater response from the community. Out-of-school programs can strengthen families by developing life skills. We believe that out-of-school time has the potential to influence child behavior, influence parental responsibility and engage in family development skills. The Community Foundation of Broward wants to strengthen the family unit by improving delivery of service, the quality of programming, and increase program accessibility for out-of-school time activity.

## **Technology: Building Skills and Systems in the 21<sup>st</sup> Century**

The Community Foundation of Broward believes technology has the potential to be a tool that helps resolve social problems. Through technology, nonprofits can reduce expenses, extend the reach of their programs and transform the way they work. Nonprofit organizations must use technology to build their infrastructure and enhance the delivery of their programs. Additionally, at-risk families need technology to enhance their lives and develop critical job skills. Our goal is to use technology to create social change. We want to close the digital divide in a way that not only boosts the prospects of the individual, but that brings us closer together, community by community.

## **ADDITIONAL GRANTMAKING OPPORTUNITIES**

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In addition to the above mentioned grantmaking priorities, we also accept proposals for specific areas of interest. These areas are defined below. It is not required that your program occurs in neighborhoods of at-risk communities; however, programs that do will be given priority. Programs that use collaborative models that result in stronger programs will also be given priority.

**Animal Welfare: Protect and Educate.** (Applications accepted through an RFP – one time a year)  
Properly caring for animals is an important part of our society. We want to promote humane treatment of animals, provide for the welfare of animals, and educate the public about the care of animals.

**Cancer and Arthritis Research: Finding a cure**  
Without research, there can be no cure for cancer or arthritis. We want to support cancer and arthritis research that is taking place in Broward County.

**Patient Care: Relief and Assistance**  
Many individuals suffer from cancer or other terminal diseases. We want to assist in the relief and help these individuals.

**Literacy: Opening worlds through language** (Please call before submitting a proposal)  
In order to reach your full potential, you must know how to read. We want to promote literacy, with special emphasis on adults and disadvantaged youth.

**AIDS/HIV Prevention** (Applications accepted through an RFP – one time a year)  
The Broward HIV Prevention Plan continues to be a guide for our HIV/AIDS prevention grantmaking. We plan to issue an RFP once a year for HIV/AIDS Prevention Programs.

## **ELIGIBILITY**

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Our grants are awarded to tax exempt, private agencies classified as 501(c)(3) organizations, public charities as defined by the Internal Revenue Service and to governmental agencies. The programs considered for support must be located in Broward County or directly benefit the residents of Broward County.

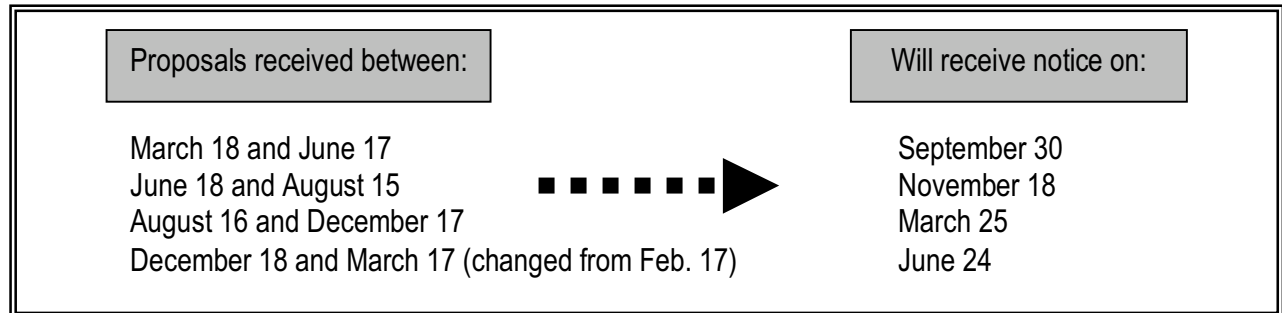
Grants are not awarded in the following areas: annual fund raising, capital campaign/improvements, deficit financing, endowment efforts, grants to individuals, religious purposes, routine operating needs.

The average request for funding is generally \$10,000.

## **DEADLINE DATES**

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Proposals are accepted at any time throughout the year unless otherwise stated. Proposals will be reviewed and grants awarded four times a year. Please see the schedule below.



## **PROPOSAL FORMAT**

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Please submit your proposal on an 8 1/2 x 11 inch paper printed on **one side only**. Because we need to make copies, use only paper clips. Materials should not be bound, inserted in protective sleeves or prepared in other types of notebook form. Invest your time in content rather than presentation.

## **AFTER YOU SUBMIT YOUR PROPOSAL**

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Upon receipt, you will be sent a postcard indicating that we have received your proposal. Your proposal is then reviewed to determine that you have submitted all required information. If something is missing, you will be notified. However, this could delay processing your proposal. The foundation staff committee will give your proposal a thorough review and may conduct research, schedule a site visit, interview your staff or board, and talk to other experts in the field. During this time, foundation staff also may suggest ways to refine your proposal.

The Grantmaking Committee of the Foundation makes funding recommendations to the Board of Directors of the Foundation for final approval. You will receive formal notification of their decision as indicated on the deadline dates.

We encourage you to call Jo Bull, Vice President of Programs at (954) 761-9503 x 103 if you have any questions or if you would like to discuss your program before submitting a proposal. Please mail your proposal to the address below.

**Mail completed proposals to:  
Community Foundation of Broward  
1401 E. Broward Blvd., Suite 100  
Ft. Lauderdale, FL 33301  
(954) 761-9503 x 103**

# Community Foundation of Broward Grant Application Cover Sheet

For office use only:

Grant #

## Organization Information

Name of Organization: \_\_\_\_\_

Address \_\_\_\_\_  
(street) (City) (State) (Zip)

Name/Title of CEO: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web-site: \_\_\_\_\_

Type of Organization: (circle one) Arts & Culture Educational Environmental & Animal Health Services  
Human Services Religious Public/Social Service Other: \_\_\_\_\_

Annual Organization Budget Total: \$ \_\_\_\_\_ IRS Federal ID# \_\_\_\_\_  
(Not your tax exempt number)

## Project Information

Project name: \_\_\_\_\_

Name/Title of project contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ Total Project Budget: \$ \_\_\_\_\_

**This \$ Amount must be the same as (A) in budget**

Purpose of request: (One sentence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Check at least one in each area below)

**Program area:**  Arts  Foster Care  Arthritis Research  Technology  Literacy

Cancer Research  Patient Care  Animal Welfare  Out-of-School Time

**Population served:**  General Public  Infant/Babies  Children/Youth  Adults  Elderly

**Project is:**  A new project  An existing project  Expansion of an existing project

### Approval of Board Chair and Executive Officer:

We approve submission of this grant request. We certify that the applicant organization does not discriminate on the basis of race, creed, color, gender, age, sexual orientation, national origin or disability.

Signed: \_\_\_\_\_  
(Insert date)

Board Chair: \_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Signature)

Executive Officer: \_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Signature)

# Application Checklist

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Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

## A. Narrative

### 1. Cover Sheet

- Complete application cover sheet and obtain required signatures.

### 2. Executive Summary

- Summarize your project: what it is, why it is important, how it will change lives, and why you are qualified to implement it.

### 3. Project Information

- State the needs/problems to be addressed; the focus area(s) you have chosen; description of target population; holistic approaches you plan to take; identify at-risk community in which proposed project will take place.
- Describe how you engaged your target population in the program development.
- Identify your collaborative partners and their roles; highlight how the program is strengthened through this partnership.
- Describe the difference your proposed project will make to the target population; project goals, measurable objectives and action plans. In other words, describe what you want to do, how you are going to do it, how you will know it is effective and why this is the best course of action to take to meet your objectives.
- Provide Timeline for Implementation.
- List similar existing projects, if any, and explain how your proposal differs and what effort will be made to work cooperatively.
- Describe the qualifications of key staff and volunteers who will ensure the success of the program.
- Describe your long-term strategies for continuation of this project.
- Describe your plans for evaluation, including how success will be defined and measured.

### 4. Project Budget

- Use the **Project Budget Form** included in the application.
- On a separate sheet**, describe **each expense budget item**, how it relates to the project and how the budgeted amount was calculated.  
*Example:* Salaries- Total of \$24,000 = 2FTE, 1 Program Manager, 40hrs/wk @\$20/hr for 20 weeks, 1 Program Assistant, 40 hrs/wk @\$10/hr. for 20 weeks.
- On a separate sheet**, list **each revenue** amount requested from other foundations, corporations and other funding sources to which this proposal has been submitted.  
*Example:* Foundations – Total of \$10,000 = XYZ Foundation \$5,000, ABC Foundation \$5,000.
- List of priority items in the proposed project budget, in the event that we are unable to meet your full request.

### 5. Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

## B. Attachments

### 1. A copy of the current IRS determination letter

### 2. List of Board of Directors with affiliations

### 3. Finances

- Organization's current annual operating budget, including expenses and revenues.
- Most recent annual financial statement (independently audited, if available; if not available, attach IRS Form 990).

### 4. Letters of support (should verify project need and collaboration with other organizations).

### 5. Annual report (if available)

**Mail your Application to: Community Foundation of Broward  
1401 E. Broward Blvd., Suite 100, Ft. Lauderdale, FL 33301**

# Project Budget Form

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Listed below are standard budget items. Please use this form to provide the project budget.

- A. Organizational fiscal year: \_\_\_\_\_  
 B. Time period this project budget covers: \_\_\_\_\_  
 C. **Project Expenses:** include a *total amount* for each of the following **project** budget categories. **On a separate sheet(s)**, describe **each expense budget item**, how it relates to the project and how the budgeted amount was calculated. See **Project Budget** section of application checklist for example.

<u>Project Expenses</u>	<u>Total Amount</u>
1. Salaries	\$ _____
2. Payroll Taxes	\$ _____
3. Fringe Benefits	\$ _____
4. Consultants and Professional Fees	\$ _____
5. Insurance	\$ _____
6. Travel	\$ _____
7. Equipment	\$ _____
8. Supplies	\$ _____
9. Printing and Copying	\$ _____
10. Telephone and Fax	\$ _____
11. Postage and Delivery	\$ _____
12. Rent	\$ _____
13. Utilities	\$ _____
14. Maintenance	\$ _____
15. Other ( <i>specify</i> )	\$ _____
<b>Total project expenses: (A)</b>	<b>\$ _____</b>

D. **Project Revenue:** include a *total amount* for each of the following **project** budget categories, in this order; please indicate which sources of revenue are committed and which are pending. **On a separate sheet(s)**, list **each revenue** amount requested from other foundations, corporations and other funding sources to which this proposal has been submitted. See **Project Budget** section of application checklist for example.

<u>Project Revenue</u>	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (remember CFB)	\$ _____	\$ _____
Corporations	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other	\$ _____	\$ _____
2. Earned Income		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
Fee for Services	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other	\$ _____	\$ _____
<b>Total Committed (B)</b>	<b>\$ _____</b>	<b>Total Pending (C) \$ _____</b>

The Total Revenue (B+C) \$ \_\_\_\_\_ must equal the Total Project Expense (A) \$ \_\_\_\_\_