



# Zonta Club of Bonita Springs, Inc.

*Member of Zonta International*

Zonta International is a global organization of executive and professional women working together to advance the status of women worldwide through service and advocacy. Nearly 33,000 members belonging to 1200 Zonta Clubs in 88 countries. The Zonta Club of Bonita Springs is a service organization of women in business and the professions striving to enhance the quality of life for women and children in the Bonita/Estero community. The Zonta Club of Bonita Springs also raises funds to grant them to other organizations to help enhance the lives of women and children within these communities. Grant and scholarship awards total more than \$100,000 since the club's charter.

## MISSION AND VISION

### Zonta International seeks to:

- Improve the legal, political, economic, health, educational and professional status of women through service and advocacy;
- Work for the advancement of understanding, goodwill and peace through a world fellowship of female executives in business and the professions;
- Promote justice and universal respect for human rights and fundamental freedoms;
- Be united internationally to foster high ethical standards, implement service programs, and provide mutual support and fellowship for members who serve their communities, their nations and the world.

## INITIATIVES

The Zonta Club of Bonita Springs seeks to provide support to non-profit agencies serving the greater Bonita Springs/Estero community through a range of initiatives.

**Competitive Grants** – Program/Project Grants and Capital Grants are made from discretionary funds. These grants are primarily for new or expanded programs and pilot/demonstration projects meeting a documented need. Capital Grants primarily support the construction, acquisition and/or renovation of facilities.

**Service Grants** – The Women of the Zonta Club of Bonita Springs also donate their time to other local organizations, which hold fundraising events, but need a few more volunteers to make them profitable. Many of these Community Events would be far less successful or less profitable without the help and support of the Zonta volunteers. These events cover many different aspects of service to Bonita Springs and surrounding communities.

**Scholarships** – Scholarship awards provide support for students at the University, Community College and Technical/Vocational School levels, regardless of the age of the student.

## GRANT MAKING PRIORITIES

The Zonta Club of Bonita Springs provides grants to service areas that address the needs of women and children in the Greater Bonita Springs/Estero area:

- **Education** – To enhance efforts to provide early childhood development, primary and secondary educations and employment training opportunities.
- **Health** – To help meet basic medical, dental, and mental health needs.
- **Human Services** – To help meet the needs of children and families the elderly, the disabled, and the disadvantaged.
- **Arts and Culture** – To increase audiences for local artistic pursuits.
- **Community Development** – To encourage access to and use of Community resources.

## ELIGIBILITY

1. Non-profit organizations exempt from Federal Income taxes under Section 501(c)3 of the Internal Revenue Code and units of government are eligible. ((c)4 and (c)6 agencies are ineligible.)
2. Applicants must be located within and primarily serving residents of the greater Bonita Springs/Estero area of Lee County. (NOTE – Agencies located in Collier County must also serve residents in Lee County in order to be eligible.)
3. If Applicants employ staff, and/or elect a governing Board, they must do without discrimination, on the basis of religion, gender, sexual orientation age, national origin or disability.

## LIMITATIONS

The Zonta Club of Bonita Springs generally does not consider grants for:

- Normal operating expenses or existing obligations
- Annual campaigns
- Endowments
- Sectarian purposes (i.e. Programs that promote or require a religious affiliation)
- Debt retirement
- Monetary awards
- Professional Conferences, sports team travel, class trips, etc.
- Individuals
- Fraternal organizations, societies, etc.
- Political organizations or feasibility studies
- Research
- Re-Granting

## FUNDING PRACTICES

Due to the number of requests for funding the Zonta Club of Bonita Springs receives, grants are awarded using the following parameters;

**One Time Grants** – While the Zonta Club of Bonita may award more than one grant within a 12 (twelve) month period to the same organization, they do not make recurring grants to the same Program/Project.

**Matching Grants** – The Zonta Club of Bonita Springs is rarely the sole funder of Projects. Matching grants or Challenge grants (those providing the final amount of money needed to complete a Project) are favored.

## APPLICATION PROCESS

Applicants are encouraged to contact the Chair of the Grant Committee to determine if the proposed Program/Project is consistent with the goals and interests of the Zonta Club of Bonita Springs. The Zonta Club of Bonita Springs Grant Committee reviews all grant proposals for eligibility and compliance. The Committee may request additional information if needed. The Zonta Club of Bonita Springs Grant committee may conduct site visits. A summary of each proposal, along with Committee recommendations (where applicable) is forwarded to the Zonta Club of Bonita Springs Board for final approval. Applicants are notified of grant award or denial by letter within a week of the Board meeting. Inquiries regarding the status of an application may be made after this.

## APPLICATION REVIEW CRITERIA

Consideration is given to the following in determining the priority of an application for funding from the Zonta Club of Bonita Spring;

1. Degree of potential benefit to the Community.
2. Programs for new ventures, one-time projects and innovative responses to Community needs, while not duplicating other efforts.
3. The capacity of the Organization to achieve the Program/Project expected results.
4. The degree to which the Organization uses measurable outcomes to evaluate the Program/Project.
5. The Organization's ability to obtain continues funding.
6. The amount of funds available to be awarded.

## APPLICATION INSTRUCTIONS

1. Organizations applying for funding must use the attached application form.
2. Due to the supporting documentation requested, grant proposals **must not** be faxed or e-mailed.
3. Please do not enclose the application in a cover or binder.
4. Do not include any materials other than those specifically requested.
5. Please submit one complete Paper packet, plus one complete digital (CD) packet.
  - a. Each of the should include;
    - i. Copies of the completed Application form.
    - ii. Program/Project narrative.
    - iii. Program/Project budget.
    - iv. List of Board of Directors.
    - v. Operating Budget.
    - vi. Financial Statement
    - vii. An Organizational Chart.
    - viii. One copy of 501(c)3 Letter of Determination.

Make sure all copies are clearly legible and use standard size type (10 – 12 points). **Please number all pages.** Please use Microsoft Word or scan in necessary documents on digital (CD) copy.

**Completed Applications must be received by the Zonta Club of Bonita Springs Grant Committee no later than 4:00pm on February 1, 2011.**

## PUBLIC ACKNOWLEDGEMENT POLICY

The Zonta Club of Bonita Springs requests acknowledgement of grant awarded in publications, press releases, brochures, videotapes and other publicity or public relations materials and presentations. When any Program/Project results in a service, product performance of other tangible outcome possible because of a grant from the Zonta Club of Bonita Springs, the Zonta Club should be credited.

## EVALUATION

The Zonta Club of Bonita Springs is interested in the impact of its grants on area non-profit Organizations and the Community. All grant recipients are required to provide the Zonta Club of Bonita Springs with a progress report after 12 months. A report form will be sent to all grant recipients. Subsequent grant proposals from grantees receiving funds from the Zonta Club of Bonita Springs will only be considered following receipt of the report.



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**GRANT APPLICATION**

The undersigned acknowledges the information contained in this Application and supporting documents is true to the best knowledge of the undersigned and as such is being relied upon by the Zonta Club of Bonita for the purposes of determining whether funds will be advanced to the applicant. In the event funds are advanced to the applicant, the applicant agrees to take all steps to furnish all information and reports necessary to enable the Zonta Club of Bonita Springs to avoid imposition of excise taxes or penalties, which may arise under Chapter 42 of the Internal Revenue Code as a result of advancement of funds hereunder.

Name of Executive Director \_\_\_\_\_  
(Please Print)

Signature of Executive Director \_\_\_\_\_

Date \_\_\_\_\_

**ORGANIZATION INFORMATION**

Organization Name \_\_\_\_\_

Headquarters Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Fax \_\_\_\_\_

Web Site \_\_\_\_\_

**PROGRAM/PROJECT INFORMATION**

Program/Project Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Total Agency Budget (Current) \_\_\_\_\_

Total Program/Project Budget \_\_\_\_\_

Amount Requested \_\_\_\_\_

Number Served \_\_\_\_\_

Program/Project Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Communities(s) to be served \_\_\_\_\_

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Brief Explanation of Proposed Program/Project purpose \_\_\_\_\_

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**PROGRAM/PROJECT NARRATIVE - ( One Original plus one Digital (CD) copy)**

Please submit a Program/Project narrative of no more than three pages. Following the outline below please answer each question directly. Avoid using initials and abbreviations. Please use a readable font size and style.

**Agency/Organizational Background**

- 1. Organizations History, Mission and Goals.
- 2. Organizational Relationships – Both formal and informal, with other Organizations working to provide similar services.
- 3. Board of Directors role in the management and guidance of your agency.
- 4. Specific Community need for this Program/Project and the significance of this need.

**Funding Request**

- 1. Briefly describe the Program/Project to be funded its objectives, and its anticipated benefits to both the organization and the Women within the Community.
- 2. What steps will you take to implement the Program/Project?
- 3. How does this Program/Project relate to existing Programs/Projects?
- 4. Are other Organizations engaged in the same or similar activity in the Communities you plan to serve?
- 5. What other sources of funding does this Program/Project have? Describe additional fund-raising efforts.
- 6. How will the Program/Project be sustained financially beyond the current year?

**Evaluation**

- 1. What results do you expect to achieve from the Program/Project?
- 2. How will you measure the anticipated results/outcomes?
- 3. How will you communicate this information to your funders?

Charitable agencies have one full year to request funds awarded. If the funds are not requested within one year, the grant is rescinded and the monies are included in the next funding cycle for distribution to other agencies.

**Please submit completed Application no later than 4:00pm, February 1, 2011 to:**

Denese Mattrey  
 Grant Chairperson  
 Zonta of Bonita Springs  
 9302 Spring Run Blvd  
 Bonita Spring, Florida 34135

Should you have questions:

Phone 239-495-0507

Email dmattrey@embarqmail.com