



**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 area through a range of initiatives, including volunteers and service hours.

**Service Hours** – 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.

## **SERVICE HOUR GRANTMAKING PRIORITIES**

The Zonta Club of Bonita Springs provides volunteer hours to agencies and non-profits, service areas addressing the needs of women and children within the Great Bonita Springs/Estero area addressing the following;

**Education** - To enhance efforts to provide early childhood development, primary and secondary education 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 service hour grants for: projects whose objectives are the following;

- 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

## **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 service hour 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 volunteers and service hours;

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.

## **APPLICATION INSTRUCTIONS**

The following forms are requested.

1. Organizations applying for Service Hours and Volunteers must use the attached application form.
2. A copy of your 501(c)3 Letter of Determination
3. A Copy of your Operating Budget
4. A copy of your Financial Statement, and,
5. An Organizational Chart.

Make sure all copies are clearly legible and use standard size type (10 – 12 points).

## **PUBLIC ACKNOWLEDGEMENT POLICY**

The Zonta Club of Bonita Springs requests acknowledgement of our participation in publications, press releases, brochures, videotapes and other publicity or public relations materials and presentations.

## **EVALUATION**

The Zonta Club of Bonita Springs is interested in the impact of its grants for service hours and volunteers 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. A Progress report form will be included with this application. Please fill in the required information and return it to the Service Committee within a reasonable amount of time after the occurrence of the event.



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**VOLUNTEER REQUEST**

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 volunteer hours will be granted to the applicant.

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 \_\_\_\_\_

**PROJECT/PROGRAM INFORMATION**

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

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

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

Dates and Times of Project/Program \_\_\_\_\_

# of Volunteers provided by Agency \_\_\_\_\_

# of Volunteers Requested \_\_\_\_\_

Hours and Responsibilities of Volunteers \_\_\_\_\_

Can Volunteers Report in Shifts? \_\_\_\_\_ Yes \_\_\_\_\_ No

Objectives of Project \_\_\_\_\_

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

Communities to be Served by Project \_\_\_\_\_

Number of Years Organization has been involved in Program/Project \_\_\_\_\_

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

**Please submit completed Application 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



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**AGENCY VOLUNTEER FINAL REPORT FORM**

**ORGANIZATION INFORMATION**

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Contact Person \_\_\_\_\_

**PROJECT INFORMATION**

Project Name \_\_\_\_\_

Date(s) of Project \_\_\_\_\_

**Please answer the following questions on a separate page. If not applicable, please explain.**

1. Has the Project attracted additional support in the form of people, money, goods, services or publicity, If so, please describe.
2. What impact did this Project have on your organization and the Community?
3. How many were served by the Project?
4. Did this Project meet, exceed, fall short or vary in any way from your initial expectations?
5. Where there unexpected outcomes? Please describe.
6. What is your vision for this Project? If applicable, include plans for on-going expansion, replication or termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return to:**

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