



**Zonta Club of
Bonita Springs, Inc.**
Member of Zonta International

Advancing the Status of Women Worldwide

Founded in 1919, Zonta International is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy. With more than 30,000 members belonging to more than 1,200 Zonta Clubs in 63 countries and geographic areas, Zontians all over the world volunteer their time, talents and support to local and international service projects, as well as scholarship programs aimed at fulfilling Zonta's mission and objectives.

The Zonta Club of Bonita Springs is a non-profit 501(c)(3) service organizations of women in business and the professions striving to enhance the quality of life for women in the Bonita/Estero community. Grants to non-profit organizations and scholarship awards within our area now total more than \$100,000 since the Club was chartered in 1994.

MISSION AND VISION

Zontians seek:

- To improve the legal, political, economic, educational, health and professional status of women at the global and local level through service and advocacy.
- To work for the advancement of understanding, goodwill and peace through a world fellowship of executives in business and the professions.
- To promote justice and universal respect for human rights and fundamental freedoms.
- To be united internationally to foster high ethical standards, to implement service programs, and to provide mutual support and fellowship for members who serve their communities, their nations and the world.

Zonta International, its Districts and its Clubs are nonsectarian and nonpartisan.

INITIATIVES

The Zonta Club of Bonita Springs provides support to non-profit agencies serving the greater Bonita Springs/Estero Community through a range of initiatives focusing on three major areas impacting virtually affecting all women in our area – violence, education and scholarship and health.

- **Competitive Grants** – Program/Project Grants are made from discretionary funds. These grants are primarily for new or expanded Programs and Pilot/Demonstration Projects meeting a documented need within the Community.
- **Service Grants** – The Women of the Zonta Club of Bonita Springs also donate their time to other local organizations, reflecting our areas of concerns.
- **Scholarships** – Financial assistance awards provide support for students at the University, Community College and Technical/Vocational School levels, studying or planning to study in fields of math, science or business regardless of the age of the student.

GRANT MAKING PRIORITIES

- **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 women and families, the elderly, the disabled, and the disadvantaged.

ELIGIBILITY

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.)

If Applicants employ staff, and/or elect a governing Board, they must do so without discrimination, on the basis of religion, gender, sexual orientation age, national origin or disability.

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 Springs 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 source of funds for Projects. Matching grants or Challenge grants (those providing the final amount of money needed to complete a Project) are favored.

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

APPLICATION PROCESS

The Zonta Club of Bonita Springs' Grant Committee reviews all grant proposals for eligibility and compliance. Additional information may be requested, if needed. Site visits could be conducted. A summary of each proposal, along with Committee recommendations (where applicable) is forwarded to the Zonta Club of Bonita Springs' Board of Directors for final approval. Applicants are then notified of a 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:

- The degree of potential benefit to the Community.
- Programs for new ventures, one-time projects and innovative responses to Community needs, while not duplicating other efforts.
- The ability of the Organization to achieve the Program/Project expected results.
- The use of measurable outcomes to evaluate the proposed Program/Project.
- The Organization's ability to obtain continuous and ongoing future funding.

PUBLIC ACKNOWLEDGEMENT POLICY

The Zonta Club of Bonita Springs requests acknowledgement of a grant awarded in any 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 on area non-profit Organizations and the Community. As such, all grant recipients are required to provide the Zonta Club of Bonita Springs with an Agency Final Grant Report Form after conclusion of the grant period. This form is included with this Application. Any subsequent grant proposals from grantees receiving funds from the Zonta Club of Bonita Springs will only be considered following receipt of the report. Charitable Agencies have one full year to request funds awarded. If 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.

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.
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**. This should include;

- Copy of the completed Application form.
- Program/Project narrative –no more than three pages.
- Organization's History, Mission and Goals.
- Specific Community need for this Program/Project.
- Describe the Program/Project to be funded, its objectives, anticipated benefits to the Organization and the women within the Community.
- Describe steps to implement the Program/Project.
- Does this Program/Project interact with any existing Programs/Projects within the Community? If so which ones?
- Describe additional funding sources available.
- How will Program/Project be sustained beyond the Grant request period?
- What and how will you measure anticipated results of Program/Project?
- List of Board of Directors – Role in the management and guidance of agency.
- Operating Budget.
- Financial Statement
- Organizational Chart.
- 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**. Use Microsoft Word or scan in necessary documents on digital (CD) copy.

The Zonta Club of Bonita Springs' Grant Committee must receive completed Applications no later than 4:00pm on February 1, 2012. Please mail to:

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

Any questions should be directed to:

Denese Mattrey
239-989-3453
Email – dmattrey@embarqmail.com



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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 Springs 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.

Executive Director _____
(Please Print)

Signature of Executive Director _____

Program/Project Contact Person _____

Program/Project Contact Person Phone _____

Program/Project Contact Person Email _____

Amount Requested _____

ORGANIZATION INFORMATION

Organization Name _____

Headquarters Address _____

Mailing Address _____

Telephone _____ Fax _____

E-mail _____

Web Site _____

Total Agency Budget (Current) _____

PROGRAM/PROJECT INFORMATION

Total Program/Project Budget _____

Number Served _____

Program/Project Start/End Date _____

Communities(s) to be served _____

Brief Explanation of Proposed Program/Project purpose _____



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AGENCY FINAL GRANT REPORT FORM

ORGANIZATION INFORMATION

Agency Name: _____
 Address: _____
 Telephone _____
 Contact Person _____

PROJECT INFORMATION

Project Name _____
 Grant Cycle _____

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

A. Resources

1. Provide income and expense Report for the Project with budgeted and year-to-date figures. Calculate the variance for each line item, if applicable.
2. Has this grant attracted additional support in the form of people, money, goods? services or publicity? If so, please describe.

B. Results

1. What impact did this Project/Program have on your Organization and on the Community? How many were served by this grant? (This question must be answered). How do you know? Include information about participants satisfaction, if appropriate.
2. Did this Project meet, exceed, fall short, or vary in any way from your initial expectations. Were there unexpected outcomes? Please describe.

C. Cooperation

Describe the impact of any cooperative efforts involved in planning, implementing, funding and/or evaluating this Project.

D. Future

What is your vision for this Project? If applicable, include plans for ongoing expansion, replication, or termination.

Signature

Date

Please Return to:

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