

GRANT APPLICATION COVER SHEET

Date of Application: _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

EIN: _____ Year Founded: _____

Current Operating Budget: _____

Executive Director: _____ E-mail Address: _____

Contact person/title/phone number:
(if different from executive director): _____

Address *(principal/administrative office):* _____

City/State/Zip: _____

Phone number: _____ Fax Number: _____
(include area code) *(include area code)*

Web address: _____

List any previous support from Zonta in the last 5 years: _____

What was the year and amount of the grants?

Project Name: _____

Purpose of Grant *(one sentence):* _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served: _____

GRANT APPLICATION FORMAT

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. Executive Summary

- Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part table for implementation.
- Goals
- Measurable objectives

3. Evaluation

- Plans for evaluation including how success will be defined and measured.

4. Budget Narrative/Justification

- Provide a budget for use of the requested grant.
- List of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
- List of priority items in the proposed in the proposed budget, in the event that we are unable to meet your full request.

5. Organization Information

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

B. ATTACHMENTS

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors.
3. Finances:
 - Organization's current annual operating budget, including expenses and revenue.
4. Letters of support should verify project need and collaboration with other organizations. (Optional)

Zonta Club of St. Louis's entire responsibility is expressly limited to payment of the total grant, if approved, and Zonta does not assume any further responsibility in connection with this grant. The grantee organization agrees to indemnify and hold harmless Zonta Club of St. Louis and their officers, directors, and agents from and against any liabilities and expenses, including attorneys' fees, arising from the grantee organization's actions or omissions or those of its officers, directors, employees or agents.

Acceptance of the grant, if approved, confirms your agreement to:

- Include, if applicable, Zonta's logo on any purchases made using the grant,
- Give credit to Zonta in all communications and media releases relating to the project funded by the grant, and
- Provide digital evidence (i.e. report, pictures, video) of how money was utilized within 90 days of the project's completion.

I/We confirm my/our consent to Zonta Club of St. Louis storing and using our data as described in the Zonta Data Protection Policy. I/We confirm that the money will only be used to benefit women and girls in the Zonta club's local community and/or for the designated purpose of this grant and that any unspent funds will be returned to the Zonta Club of St. Louis within 30 days.

Signature, Chairperson, Board of Directors

Signature, Executive Director

Typed Name and Title

Typed Name and Title

Date

Date

Mail to:

Zonta Club of St. Louis

Community Grants Committee

P.O. Box 170083

St. Louis, MO 63117

Questions?

zontastl@gmail.com