



Latitude at Daytona Beach Foundation Auxiliary Application Form

The foundations and corporations that developed this common application form hope it will help nonprofit organizations in Florida save time in the grant application process. Please note the following important points:

- Every funder has different guidelines and priorities.
- Every funder has different deadlines and timetables.
- Any funder that has agreed to accept this application may request additional information at any stage in their application process.
- Some funders choose to provide both general and project support grants, while others choose specifically only to award project grants.
- This funder has chosen to only provide grant support at this time.

Instructions

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please submit a copy of your W9 with your application.
- Please do not include any materials other than those specifically requested at this time.
- All applicants will be required to submit a digital package highlighting their organization on a thumb drive, or via Dropbox link here: <https://www.dropbox.com/request/hrXs3u1uyqVJECpNVJy1>. By submittal of this application, the auxiliary is approving the Foundation to use their digital package for social media and for survey/promotional purposes.

**Latitude at Daytona Beach Foundation
Auxiliary Application Form**

Date of application: _____

Name of organization to which grant would be paid. Please list exact legal name:

Purpose of grant (one sentence): _____

Address of organization: _____

Telephone number: _____ Fax: _____

Email address: _____

Executive director: _____

Contact person and title (if not executive director): _____

Is your organization an IRS 501(c)(3) non-for-profit? (yes or no): _____

If no, please explain: _____

Grant request: \$ _____

Check one (based on the organization's priorities and the funder's guidelines):

General support _____ Project support _____

Total organizational budget (for current year): \$ _____

Dates covered by this budget (month/day/year): _____

Total project budget (if requesting project support): _____

Project name (if applicable): _____

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- I. PROPOSAL SUMMARY:** One half page maximum.
Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is allocated to your organization.
- II. NARRATIVE:** Five page maximum.
- a. Background:** Describe the work of your agency, addressing each of the following:
 - i.** A brief description of its history and mission.
 - ii.** The need or problem that your organization works to address and the population that your agency services including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
 - iii.** Current programs and accomplishments. Please emphasize the achievements of the recent past.
 - iv.** Number of paid full-time staff; number of paid part-time staff; number of volunteers.
 - v.** Your organization's relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these agencies.
 - b. Funding request:** Please describe the program for which you seek funding.
 - i.** If applying for general operating support, briefly describe how this grant would be used.
 - ii.** If your request is for a specific project, please explain the project including:
 - 1.** A statement of its primary purpose and the need or problem that you are seeking to address.
 - 2.** The population that you plan to serve and how this population will benefit from the project.
 - 3.** Strategies that you will employ to implement your project.
 - 4.** The proposed staffing pattern for the project and the names and titles of the individuals who will direct the project.
 - 5.** Anticipated length of the project.

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6. How the project contributes to your organization's overall mission.
 - c. **Evaluation:** Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.
- III. Attachments:** Please label all attachments to correspond to the items below:
- a. **Financial information:** Please provide the dates that each document covers.
 - i. Your most recent financial statement, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
 - ii. Aligned side-by-side on the same page, your operating expense budgets for the current and most recent fiscal year.
 - iii. Aligned side-by-side on the same page, a list of foundation and corporate supporters and all other sources of income, with amounts, for your current and most recent fiscal year.
 - iv. Please list the foundations, corporations, and other sources that you are soliciting for funding and, to the best of your knowledge, the status of your proposal with each.
 - v. If project funding is requested, please provide:
 1. A current expense budget for the project. List each staff line separately and include percentage of time spent on project. Indicate the specific uses of the requested grant, if possible.
 2. A list of all sources of income towards the project, actual, and prospective, with amounts.

We respectfully request that this information is received at the following address: 4042 Park Oaks Blvd. Ste. 450, Tampa, FL 33610, no later than October 1st, 2023.

All applicants will be required to submit a digital package highlighting their organization. Residents will have the opportunity to complete a survey in which they will be able to vote on the organizations they would like to provide funding to for that given year. Elements of the digital package will also be shown at the ceremony after the announcement of winners is determined.

Auxiliaries chosen to receive funding will be notified by December 1, 2023. The Recognition Event will be held on February 29, 2024.

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Foundation award ceremony will be held in the “Share the Love” month of February 2024 and will commemorate this period of giving by observing appropriate programs and organizations that will receive our donations. The results of the community survey will be calculated and the Foundation will provide financial resources to those organizations during this month. In addition, all winners of distribution of funds will be required to visit the community for at least one event that will be held in conjunction with the community’s Lifestyle team. This event will be a time to recruit for volunteers and to recognize Latitude at Daytona Beach’s commitment to making the world a better place!

Please share any additional information to better help explain your organization and its mission to our residents. Please include it below:
