



## 2019 GRANT AWARD PROGRAM APPLICATION & CHECKLIST

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

**I. Instructions and Introductory Information**

- a. Read the Submittal Requirements, including the Eligibility and Restrictions.
- b. Review the Grant Process.

**II. Organization Information**

- a. Sign the Certification
- b. Provide the requested information about your organization.

**III. Project Proposal Information**

- a. Rank the top 3 Sunday's Child Grant Categories that best fit your project.
- b. Provide Summary of Project Proposal.
- c. Provide the Project Information requested.

**IV. Organization's Efforts to Promote Equality and Inspire Inclusion**

- a. Provide the requested information.
- b. Attach non-discrimination policy.
- c. Attach other examples if applicable.

**V. Project Budget**

- a. Complete Project Budget spreadsheets and ensure Project Total Revenue equals Project Total Expenses.
- b. Ensure Expenses covered by Sunday's Child Grant adds up to \$26,500.
- c. List attachments supporting project
- d. Attach Project Budget cost estimates and other project-related documentation

**VI. Organization's Budget**

- a. Complete Organization Budget spreadsheet.
- b. Attach last two years of prepared taxes (2018 and 2017). If 2018 taxes are unavailable, then attach 2017 and 2016.

Reviewed for Completeness by: \_\_\_\_\_



## Section 1: Instructions and Introductory Information

<b>Instructions</b>	<ul style="list-style-type: none"> <li>• Please submit only the requested information. Use a font size between 11-12 point. <b>All sections must be completed.</b> Do not leave any fields blank. Please state if <i>Not Applicable (N/A)</i>, or if the appropriate response is <i>None</i>.</li> <li>• <b>Grant application and attachments must be completed and uploaded to the grant application folder by Friday, March 22, 2019 at 5:00 p.m., Central Time.</b></li> </ul>
<b>Eligibility</b>	<p>Organizations and Projects that qualify for Sunday's Child grants must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Applicant organization must be registered with Florida Division of Corporations as a non-profit.</li> <li>• Applicant organization must be defined as a tax-exempt public charity under Section 501c(3) of the Internal Revenue Code</li> <li>• Applicant must have current Registration to Solicit Contributions from the Florida Department of Agriculture and Consumer Services (FDACS).</li> <li>• <b>Applicant's policies and practices must demonstrate inclusion and equality.</b></li> <li>• Applicant organization must serve residents and expend grant funds fully in Escambia and/or Santa Rosa counties (defined as Pensacola Bay Area).</li> <li>• Applicant's grant project must be a new program or an expansion of existing program</li> <li>• The total project budget must use the full Sunday's Child grant.</li> <li>• The project must expend funds within 18 months of June 2019 award date.</li> <li>• Organization must have submitted a Letter of Intent by <b>February 15, 2019</b> to submit a grant application.</li> </ul>
<b>Restrictions</b>	<p>Sunday's Child does <b><i>not</i></b> fund the following:</p> <ul style="list-style-type: none"> <li>• General operating expenses or overhead.</li> <li>• Debt reduction or operational deficits.</li> <li>• Grants to individuals.</li> <li>• Endowment funding.</li> <li>• Interim or bridge funding.</li> <li>• Partisan, legislative, or political activity.</li> <li>• Churches, synagogues, or other bodies of worship</li> <li>• Faith-based projects/programs which require participation in activities of a particular faith, denomination, or religion in order to benefit from the project or program.</li> <li>• Capital improvements or renovations to property for the grant project where the organization does not own the property or have a least a three-year lease.</li> <li>• Organizations which promote, endorse, or otherwise support in any way, violence, racism, sexism, or other prejudices, in any form.</li> </ul>

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## Section 1: Instructions and Introductory Information

<p><b>Additional Information about the Grant Process</b></p>	<ul style="list-style-type: none"> <li>• An organization can only apply for one grant per year.</li> <li>• Prior grant winners must have completed prior project funding.</li> <li>• Each organization will rank their top three choices of grant categories.</li> <li>• Grant applications will be serialized then anonymously assigned to a focus area from the applicant's top three choices. This ensures a similar number of applications for each focus area committee, giving each grant application a similar number of competitors.</li> <li>• The Sunday's Child focus area committees will review and evaluate the applicants for quality, contribution significance and inclusivity. This will include research and review as well as a site visit. The designated Contact Person will need to be available to host a site visit to explain the project to the Sunday's Child Focus Committee on a mutually-agreed upon date in April or May 2019.</li> <li>• Up to two applicants(s) from each focus committee will be selected as finalists. Finalists will be notified in May of 2019.</li> <li>• All finalists will make a presentation at the annual membership meeting on Sunday, June 23, 2019.</li> <li>• Sunday's Child members will vote to determine the four award recipients. For this final vote, the winning projects will be selected without regard to grant category.</li> </ul>
<p><b>Questions and Resources</b></p>	<ul style="list-style-type: none"> <li>• Contact the Sunday's Child Grants Committee at <a href="mailto:grants@sundayschild.org">grants@sundayschild.org</a></li> <li>• Visit the Sunday's Child website at <a href="http://www.sundayschild.org">http://www.sundayschild.org</a> for additional information and resources.</li> </ul>

### **Non-Discrimination Policy for Sunday's Child\***

***Sunday's Child does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity, or military status, in any of its activities or operations.***

***These activities include, but are not limited to, selection and acceptance of members, volunteers and vendors, and provision of services.***

***We are committed to providing an inclusive and welcoming environment for all of our members, volunteers, staff, subcontractors, vendors, clients, associates, and constituents.***

\* Can be used or adopted by organizations without a Non-Discrimination Policy



**Section 2: Organization Certification**

- *Our organization and Board of Directors authorize submission of this funding proposal.*
- *Our tax-exempt status under Internal Revenue Code 501(c)(3) is current and has not been revoked.*
- *We have read and understand the grant instructions and information, including the Eligibility Requirements, Restrictions and Grant Process.*
- *We understand that if selected to receive Sunday's Child grant award funding, we must furnish quarterly reports showing progress in completing the grant and how funds were spent, and that the funds were spent solely for the purpose for which the grant is sought as described in this application.*
- *We certify that to the best of our knowledge, the statements contained in this application and attachments are true, correct, and complete, and we have the ability to carry out the grant proposal within 18 months if we are awarded a grant in June 2019.*

<b>Executive Director Signature</b>	
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<b>Printed Name</b>	
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<b>Date</b>	
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<b>Chair / President Board of Directors Signature</b>	
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<b>Printed Name</b>	
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<b>Date</b>	
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**Notes:**

- *Executive Director and Chair / President should be two different individuals. If the Executive Director and Chair / President are the same person, please have another member of the board certify.*
- *If this grant application represents collaboration between two or more non-profit organizations, then all Executive Directors and Board Chairs must sign the application (attach separate signature page).*

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## Section 2: Organization Information

<b>Organization's Legal Name</b>	
<b>Doing Business As (DBA) Name (If different from Legal Name)</b>	
<b>Federal Employee Identification Number (FEIN)</b>	
<b>Organization Mailing Address</b>	
<b>Site Visit Address (if different)</b>	
<b>Organization Phone Number</b>	
<b>Website</b>	
<b>Point of Contact for Grant Application</b>	<input type="checkbox"/> Executive Director <input type="checkbox"/> Other <input type="checkbox"/> Chair/President of Board
<b>Executive Director</b>	Name _____
	Email: _____
	Phone #: _____
	Cell Phone # (if different from above) _____
<b>Chair / President Board of Directors</b>	Name: _____
	Email: _____
	Phone #: _____
	Cell Phone # (if different from above) _____
<b>Contact Person (if not ED or Chair/Pres)</b>	Name: _____ Title: _____
	Email: _____
	Phone #: _____
	Cell Phone # (if different from above) _____
<b>Board of Directors</b>	Number of Directors _____ Number of Directors who contributed financially to the organization within the last 12 months _____
	Frequency of Board Meetings _____ Date of last Board Meeting _____
<b>Number of Employees</b>	Full Time _____ Part-Time _____
<b>Number of Volunteers (approximate and/or range)</b>	

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## Section 2: Organization Information (cont.)

<b><i>Year Founded</i></b>	
<b><i>Mission Statement</i></b>	
<b><i>Geographic Area Served</i></b>	
<b><i>History of Organization</i></b>	

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## Section 2: Organization Information (cont.)

### *Current Programs and Projects*

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**Section 2: Organization Information (cont.)**

<i>Board of Directors</i>				
	<i>Name</i>	<i>Profession</i>	<i>Residence (County and State)</i>	<i>Board Position</i>
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## Section 3: Project Information: Grant Category Ranking

**Sunday's Child Grant Category: Rank Top 3 with "1" being the most relevant category**

Rank Top 3	Grant Category	Grant Category Description	
	<b>Animals, Environment, and Recreation</b>	Initiatives that promote environmental protection, restoration, or enhancement; promote health and well-being of animals; and/or promote or enhance recreational opportunities in the Pensacola Bay Area.	
	<b>Arts, Culture, and Education</b>	Initiatives that cultivate, develop, and enhance the cultural and artistic community or preserve the historic heritage of the Pensacola Bay Area. Initiatives that promote or enhance the learning process or improve access to education and training for children and/or adults in the Pensacola Bay Area.	
	<b>Health and Wellness</b>	Initiatives that improve the mental and/or physical health and wellness of people living in the Pensacola Bay Area.	
	<b>Human Services, Community &amp; Economic Development</b>	Initiatives that develop or enhance direct services to people in need and/or promote community or economic development to improve the quality of life and economic status of the community.	
	<b>LGBT, Diversity, and Inclusion</b>	Initiatives that advocate for, support, and/or educate about the LGBT community and/or promote inclusion, diversity and acceptance of all people in the Pensacola Bay Area.	

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### Section 3: Project Summary Sheet

<b>Project Name</b>			
<b>Project Start Date</b>		<b>Project End Date</b>	
<b>Project Summary (150 words or less)</b>			

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## Section 3: Project Information

<b>1</b>	<b>TARGET POPULATION</b>
	<b>a. Describe the target population that would benefit from the project. Include demographics and the geographic area to be served.</b>
	<b>b. Describe the need for the project within the community.</b>
<b>2</b>	<b>EQUALITY AND INCLUSION</b>
	<b>Describe how this project will <u>promote equality</u> and <u>inspire inclusion</u> in support of the Sunday's Child Mission Statement.</b>
<b>3</b>	<b>GOALS</b>
	<b>a. What do you hope to accomplish?</b>

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### Section 3: Project Information (cont.)

3	GOALS (cont.)
	b. How or why did you select this issue?
	c. What are the measurable goals?
	d. What is the anticipated impact on the community?
4	ACTIVITIES
	a. How will you accomplish your goals?
	b. What specific activities and services will be provided?

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### Section 3: Project Information (cont.)

<b>4</b>	<b>ACTIVITIES (cont.)</b>		
	c. What is the place of this project in your organization's long-range plan?		
<b>5</b>	<b>SUPPORTING INFORMATION</b>		
	a. For projects that do not involve construction, describe any supporting information that will be provided as an attachment:		
	b. If the project involves construction, indicate which of the following apply and provide supporting documentation as an attachment:		
	<input type="checkbox"/>	Permit	<input type="checkbox"/>
	<input type="checkbox"/>	Construction Bids (at least 1)	<input type="checkbox"/>
	<input type="checkbox"/>	Contract/Proposals	<input type="checkbox"/>
	<input type="checkbox"/>	Lease of 3 years if property not owned	<input type="checkbox"/>
	<input type="checkbox"/>	Cost estimates	<input type="checkbox"/>
	<input type="checkbox"/>	Site drawings	<input type="checkbox"/>
	<input type="checkbox"/>	Other: Describe below	
<b>6</b>	<b>EVALUATION</b>		
	a. How will you determine success and measure progress and outcome of the project?		
	b. How will you know you have accomplished your goals?		

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### Section 3: Project Information (cont.)

<b>7</b>	<b>COLLABORATION</b>
	<b>If your proposal is a collaborative effort, list and describe all organizations / partners required to ensure the success of the project.</b>
<b>8</b>	<b>OTHER FUNDING SOURCES</b>
	<b>a. Do you have other funding sources for this project?</b>
	<b>b. List current funds available.</b>
	<b>c. List other grants (applied or anticipated) or other funding sources required for successful completion of this project.</b>
<b>9</b>	<b>TIMELINE</b>
	<b>Describe the anticipated project timeline.</b>

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**Section 3: Project Information (cont.)**

<b>10</b>	<b>SUSTAINABILITY</b>
	<b>a. How will the organization ensure the sustainability and longevity of the project?</b>
	<b>b. What are the future funding plans to ensure long-term success?</b>
<b>11</b>	<b>LITIGATION</b>
	<b>Disclose any pending or active litigation or any judgments (within the last two years) which could affect the success of the project or your organization.</b>
<b>12</b>	<b>PROJECT-RELATED ATTACHMENTS</b>
	<b>List the files attached. Name each file with the following format: OrganizationName_ File Content (e.g. Nonprofit_Cost Estimate, Nonprofit_Construction Bid)</b>
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## Section 4: Organization's Efforts to Promote Equality and Inspire Inclusion

*In addition to other criteria and requirements, grant applicants are scored based on level of effort in promoting diversity and inclusion. Examples of ways to address diversity and equality include trainings, affirmative action, internal compliance, inclusive health insurance, etc.*

*Additional resources available to guide you on our website: <http://www.sundayschild.org>*

Item	Description
1	<b>NON-DISCRIMINATION POLICY</b>
	Does the organization have a policy specifically prohibiting discrimination based on sexual orientation, gender identity, or expression for its participants? ( <i>Participant</i> is defined as employee, member, volunteer, staff, subcontractor, vendor, client, associate, constituent, and/or recipient of services.) (Note: Can use or adopt Sunday's Child's Policy)
Yes	Attach policy with the application. When was the policy adopted? How are the organization's participants notified?
No	What is the plan to adopt a policy?
2	<b>ORGANIZATIONAL PROMOTION OF DIVERSITY, EQUALITY AND NON-DISCRIMINATION</b>
	a. Describe any programs, policies, procedures, employee benefits (eg. transgender-inclusive health insurance) and/or other mechanisms by which the organization promotes diversity, equality, and non-discrimination?

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**Section 4: Organization's Efforts to Promote Equality and Inspire Inclusion (cont.)**

<i>Item</i>	<i>Description</i>
<b>2</b>	<b>ORGANIZATIONAL PROMOTION OF DIVERSITY, EQUALITY AND NON-DISCRIMINATION (cont.)</b>
	<p><b>b. Describe any actions taken by the organization over the past year to promote diversity, equality, and non-discrimination consistent with the Mission and Vision of Sunday's Child. Include any actions to positively engage the lesbian, gay, bisexual, and transgender community in Escambia and Santa Rosa Counties.</b></p>
	<p><b>c. Does the organization intend to take future action to promote diversity, inclusion, equality, and non-discrimination consistent with the Mission and Vision of Sunday's Child? If yes, please describe.</b></p>
<b>3</b>	<b>ATTACHMENTS RELATED TO ORGANIZATION'S DIVERSITY, EQUALITY AND NON-DISCRIMINATION EFFORTS</b>
	<b>Name each file with the following format: OrganizationName_ File Content (e.g. Nonprofit_Non_Discrimination Policy)</b>
	<b>Non-Discrimination Policy</b>
	<b>If other supporting documents list below:</b>

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## Section 5: Project Budget

<b><i>Provide an estimated budget for this Sunday's Child Grant Project. Total Revenues and Total Expenses should agree. Attach supporting documentation as appropriate.</i></b>	
<b>Project Revenues (\$)</b>	
Sunday's Child Grant	
Government grants (specify)	
Government contracts (specify)	
Foundations	
Corporations / Businesses	
Civic or Community Groups	
United Way	
Arts Council	
Individual Contributions	
Fundraising Activities / Events	
Membership Income	
In-Kind Support	
Investment Income	
Endowment Earnings	
Earned Income	
Other revenue (Explain below)*	
<b>Total Revenues</b>	
*Other Revenue explained (please include all funding sources)	
<b>Project Expenses (\$)</b>	
Project Payroll Costs (Salary & Fringe)	
Consultants and Professional Fees	
Land / Building / Construction	
Equipment, Machinery, Vehicle Purchase	
Office Furniture / Fixture Purchase	
Fundraising	
Travel	
Printing, Copying, Supply	
Postage and Delivery	
Rent and Utilities	
Marketing and Promotion	
Other Expenses (Explain below) **	
<b>Total Expenses</b>	
** Other Expenses explained:	

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## Section 6: Organization's Budget

*The following information should match your tax return. If your 2018 tax return is unavailable, you will need to provide information on 2017 and tax return for 2016 as well.*

	<b>Current Year</b>	<b>Prior Year</b>	<b>Prior Year</b>
	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>Beginning Cash Balance</b>			
<b>Revenues (\$)</b>			
Government grants (specify)			
Government contracts (specify)			
Foundations			
Corporations / Businesses			
Civic or Community Groups			
United Way			
Individual Contributions			
Fundraising activities / events			
Membership Income			
In-kind Support			
Investment Income			
Endowment Earnings			
Earned Income			
Other (specify)			
<b>Total Revenue</b>			

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