

# Zonta Club of Santa Clarita Valley

## Application Cover Sheet - 2021

Please complete the following information and *attach this form* to the front of your application.

**Project Name:** \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

When did your organization last file a 990? Enter date only, you do NOT need to attach a copy:

\_\_\_\_\_

Does your organization have a non-discrimination policy or philosophy of non-discrimination?

\_\_\_\_\_

Verification Signature: I verify that the information contained in this grant application is true and accurate.

\_\_\_\_\_

Executive Director Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Executive Director (please print)

### **Grant Eligibility Requirements:**

Organizations wishing to be considered for a grant must meet the following requirements. The organization must:

- ❖ Use the money for direct services only and not administrative
- ❖ Ensure the proposed project provides services to residents of the Santa Clarita area
- ❖ Be tax exempt under the Internal Revenue Code 501 {c} (3)
- ❖ Have a Non-Discrimination Policy or an organizational philosophy of non-discrimination
- ❖ Have a Board of Directors made up of volunteers, who meet at least quarterly and have a minimum of four members
- ❖ Have defined goals and objectives

Organizations receiving funding from the Zonta Club of Santa Clarita Valley may be asked to provide an interim report on the planned progress of the use of the funds and a final written report at the completion of their project or within two months of the full expenditure.

**Project Evaluation Criteria (100 points total):** Applications from organizations that meet the eligibility requirements will be evaluated based on the following criteria:

- A. Cover sheet provided
- B. Organization Information (20 points)
  - How is the Mission Statement for the organization compatible with Zonta's Mission Statement?
  - Outline your organization's history in the community.
  - Attach a list of your Board of Directors.
- C. Project Information (60 points)
  - Define your goals and objectives and the proposed outcome of your project.
  - Explain how your project advances the status of women and girls.
  - Explain how you identified the need for your project and provide supporting evidence.
  - Describe how you will recognize Zonta for supporting your project.
- D. Project Administration (20 points)
  - Identify additional funding sources for this project (if applicable).
  - Attached a detailed budget for this project.