

# Guidelines to Apply for a Gulf Breeze Will Do Grant

## To be eligible for a Gulf Breeze Will Do grant, organizations and groups must:

- Have a project or initiative that serves the communities in the 32561 and/or 32563 zip code areas. Organizations and groups without tax-exempt status will be considered.
- Complete the grant request form in full and submit via email or postal mail by the deadline. An email acknowledgment of the grant application will be sent to the applicant within 2-3 days of submission. It is the responsibility of the applicant to follow up on receipt of the application by Gulf Breeze Will Do.
- Be aware that Gulf Breeze Will Do may conduct site visit(s) and/or interviews.
- Spend grant funds within 6 months of the award date and provide receipts/documentation showing how the grant money has been spent. This period may be extended at the discretion of the Board. Gulf Breeze Will Do will pay invoices or reimburse the recipient for purchases listed in the grant and dated after the award date.
- Any funds not spent will remain with Gulf Breeze Will Do.
- Request a minimum amount of at least \$1,000, not to exceed \$10,000. Grant requests less than \$1,000 or more than \$10,000 will not be considered.

*A group or individual may apply for more than one grant provided the grant applications are for separate and distinct initiatives.*

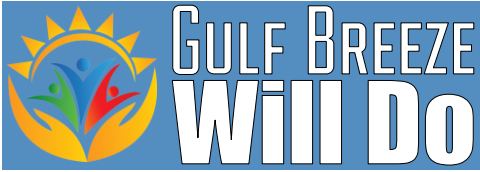
## Grant requests will not be considered for:

- Debt reduction (including reimbursements for goods or services already incurred)
- Interim, bridge or endowment funding.
- Existing operating expenses; however, start-up operating costs and new advertising and/or marketing campaigns will be considered.
- Capital projects to property where the organization does not own or have at least a five-year lease
- Partisan, legislative, or political activities.
- Faith-based projects or initiatives that require participation in activities of a particular faith, denomination or religion in order to benefit from the project or initiative. Benefits of the project or initiative must be available to any person regardless of religious beliefs or membership in a particular church or religion.

**Grants must be designated into one of the following categories:** *Gulf Breeze Will Do reserves the right to place a grant application into a category the organization deems more appropriate)*

- **Art, Recreation & Sports** (including school teams & organizations)
- **Education** (public or private education)
- **Hardship Support Services**
- **Public Safety & Environment**

*As we continue to grow, Gulf Breeze Will Do reserves the right to change its eligibility criteria without notice at any time.*



## GRANT APPLICATION Fall 2018

**Instructions:** Please submit only requested information. Enter information in all fields below. **You may attach a document(s) to the application. Grant awards will be announced in November 2018**

The application must be **EMAILED or POSTMARKED by September 17<sup>th</sup>, 2018.**

### I. ORGANIZATION/INDIVIDUAL(S) INFORMATION

#### A. Individual(s)/Organization's Legal Name(s):

\_\_\_\_\_

#### B. Project Title:

\_\_\_\_\_

#### C. Category: Please choose the category that applies to your grant request.

\_\_\_\_\_ Art, Recreation & Sports

\_\_\_\_\_ Hardship Support Services

\_\_\_\_\_ Education

\_\_\_\_\_ Public Safety & Environment

\_\_\_\_\_  
School Principal/Board President/Executive Director Signature, I have read and approve of this grant  
in its entirety

Check here if you do not have a Board of Directors or Principal

D. **Contact Person:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

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

#### Certification:

*I certify that I am authorized to apply for a grant on behalf of the project and/or organization. I understand that if selected to receive funding, I must furnish a report showing how funds were spent and that the funds were spent solely for the purpose for which the grant is sought. I certify that to the best of my knowledge, the statements contained in this application are true, correct and complete.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## II. PROJECT INFORMATION

Please limit your responses to each question to no more than 150 words.

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

If your pdf reader does not allow you edit this form, please answer the questions on a separate document and attach it with your grant submission.

1. Brief Summary of Project. *This brief summary is the only information sent to the general membership if you are a finalist.*
2. Target Population (include demographics on population).
3. Geographic area being served by project.
4. Describe the specific need for your project in the community.
5. Describe what you hope to accomplish through the proposed project.
6. Describe the specific activities and services that will be provided by this project.
7. Describe the anticipated timeline for your project.
8. Describe your plans for sustainability for the project.
9. Describe any other pertinent information to be included in the grant request.

## III. PROJECT EXPENSES:

Please complete the expense table below and **ATTACH ALL ESTIMATES** from which costs were derived. Your application will be considered ineligible if vendor estimates/quotes are not attached or do not match this expense table.

Expense	Cost

Total Cost: \_\_\_\_\_

**Total Cost must be a specific amount, not a range.**

**Any grant request less than \$1,000 or more than \$10,000 will not be considered.**

*Expenses/receipts will only be paid/reimbursed for expenses identified here and only after the award date. Expenses incurred before the award date will not be reimbursed. All items purchased with GBWD funds are the property of the organization/project and not the grant applicant.*

## III. GRANT SUBMISSION

The grant application and all required documentation must be submitted by either:

1. Email to [GBWDgrantapplications@gmail.com](mailto:GBWDgrantapplications@gmail.com) by September 17<sup>th</sup>, 2018
2. Postmarked by Sept. 17<sup>th</sup>, 2018 and Mailed to  
Gulf Breeze Will Do  
P.O. Box 1193  
Gulf Breeze, FL 32562

*We strongly recommend submitting the application well before the deadline to ensure the applicant sufficient time to correct any errors.*