



Conquistador Historical Foundation

LEYMAN BOTT BUILDING 910 THIRD AVENUE WEST BRADENTON, FL 34205

GRANT REQUEST APPLICATION GUIDELINES AND GRANT APPLICATION REQUEST Budget Year 2015-2016

STATEMENT OF GENERAL POLICY: The principal focus of the Conquistador Historical Foundation, herein after referred to as the “Foundation”, is to support the community within the limits of its resources.

PROCEDURE AND DEADLINE DATES:

The Foundation’s fiscal year begins July 1st and ends June 30th of the following year. Grants are considered on a quarterly basis with quarters ending in September, December, March and June. Requests will be accepted for program year only and not beyond. **All requests for funds must be submitted thru this application form.** All questions must be answered in their entirety and all required documentation must be submitted with the request. You may be requested to discuss your proposal with the Foundation Board of Trustees after submitting the application. The Foundation may require a site visit after submitting the application. Application deadlines are on the 15th day of August, November, February and May of each fiscal year. Applicants for grants received for review in any quarter will be notified by the end of the same quarter.

GRANT ELIGIBILITY CRITERIA:

Grants from the Conquistador Foundation are generally restricted to 501 (C) 3 non-profit entities or equivalent) that are located within Manatee County.

Organizations that have received previous funding from the organization must show how the previous grant affected change or how it helps to contribute to the organizations mission.

As a general rule, the Foundation does not fund:

- Operating costs of ongoing programs or projects (such as salaries, regular supply needs, utility costs, space rentals and related operating costs.
- Projects that have already been completed.
- Endowments
- Deficit financing/debt reduction
- Conferences, seminars or workshops
- Travel
- Surveys, advertising, or marketing materials
- Research

Education projects will be reviewed individually.



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FOUNDATION REQUIREMENTS: In order for the Foundation to consider your request, community recognition and exposure is obligatory. The grantor must recognize the Foundation or its parent organization, the Hernando de Soto Historical Society or the Crewe of De Soto, in its event or project advertising as a contributing sponsor in any marketing promotions, print or electronic, during such event or project.

REQUIRED DOCUMENTATION:

- A. Quotes from three separate sources for any tangible property of \$5,000.00 or more.
- B. A copy of your organizations audit or statement of income and expenses for the past two years.
- C. A copy of your organizations most recent 990.
- D. Current annual agency budget with year to date actual and variances (revenue and expenses).
- E. A copy of the organization's most recent IRS determination letter (not sales tax exemption).
- F. A list of the Board of Directors and addresses.
- G. If applicable, letters of agreement from collaborating organization(s).

INSTRUCTIONS:

- 1. Please submit all requests typed.
- 2. Please answer all of the questions in the order listed and use headings as provided.
- 3. Please number all pages.
- 4. Please **DO NOT** place applications in binders or folders.
- 5. Please staple or paper clip application on upper-left hand corner.
- 6. Please submit only one copy.
- 7. Please do not include any materials other than those specifically requested at this time.
- 8. Please do not send videotapes.



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GRANT APPLICATION REQUEST:

1. Name of organization making request, local mailing address, phone number and website.
2. Organization contact person, address, phone number and email.
3. Amount of funds requested,
4. Summarize the purpose of the project for which your organization is requesting support.
5. Summarize how the funds will be expended. List specific budgetary items.
6. Summarize how this project will benefit the community.
7. How will this project be continued in future years?
8. If this project is only partially funded by the Foundation, how will this affect the usefulness of the project
9. In the event that this project is not funded by the Foundation, list alternative sources of funding considered.
10. Is funding requested from any other source?
11. What is the total funding requested from additional sources?
12. Will Foundation funding for this project be used as matching funds in an attempt to obtain additional funds?
13. Will Foundation funding for this project directly benefit individuals who are residents of Manatee and/or Sarasota Counties?
14. What is the size of your organization's annual budget in Manatee County?
15. How many full time employees does your organization employ?
16. Does your organization receive any appropriations or funding from federal, state, or local governments?
17. Did your organization receive funding from the Foundation last year? _____
18. How does your organizations request relate to the Conquistador Historical Foundation's mission?

Signature required:

Individual completing application:

Signature

Date

Printed Name

Title