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Grants to Local Organizations

The Service Committee of the Zonta Club of Hamilton 1 is choosing a local project to fund a project with funds raised from the 2018 Zonta Classic Golf tournament with a specific mandate to address Women's Mental Illness and Addiction.  Applications will be accepted up to and including November 2, 2018.

Zonta International is a global organization of executives and professionals, working together to empower women and their families worldwide through service and advocacy.

**Organizations which are eligible for grants are ones which:**

1. Provide services that benefit women and their families in the Hamilton community.
2. Make services available without discrimination as described by the Ontario Human Rights Code.
3. Issue an annual report which includes financial statements.
4. Complete the Zonta Club’s grant application with a full outline of the project for which the grant is being requested, including projected costs by November 2, 2018.
5. Undertake to provide a full report on the project when it is completed, if requested.

Preference is given to charitable and not-for-profit organizations. Requests are reviewed annually and are not automatically renewed from year to year.

**Grants will not be provided for the following:**

1. Professional growth opportunities for staff of the organization unless specifically related to the proposal.
2. Ongoing administration costs of an organization.

The grant application is to be submitted to:

[contactus@zontahamilton1.ca](mailto:contactus@zontahamilton1.ca)

**Grant Application Form 2018-19**

**Please type or print your application.**

|  |  |  |
| --- | --- | --- |
| Date of submission |  | |
| Name of Organization |  | |
| Address |  | |
|  | | |
| Telephone | | Fax |
| E-Mail address  (if there is one) |  | |

**Background Information**

Status of your organization (Check One)

Registered charity

Not-for-profit organization not registered as a charity

Other (Please specify).

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Registration number & year of incorporation

|  |  |
| --- | --- |
| Year of organization’s formation |  |

|  |  |
| --- | --- |
| Contact person for this request |  |

1. Briefly state the mission/goals of your organization or attach a copy.

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1. How many active volunteers and staff are involved in operating your organization?

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| --- | --- |
| Volunteer |  |
| Full-time staff |  |
| Part-time staff |  |

1. What are your organization’s typical activities? (e.g. programs, events, services)

(This information may be attached to this application if more appropriate.)

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4. Who are your usual clients?

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**The Project**

5. Briefly describe the project including work plan and time line for which you are requesting funds and the target group who will be involved.

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6. Is this a new project? or a continuing project? \_

7. What organizational goals will this project address?

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8. Who in your organization will have the lead responsibility for this project?

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9. What is the projected total cost of this project? $ \_\_

10. What funds or in-kind resources are already available to assist with this project (if any)?

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11. What is the dollar amount of the grant being requested through this application to Zonta?

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12. What other groups are being approached for funding for this project?

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13. When will the funds be required?

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14. Who are the expected participants in this project? (include age range, sex, group, number)

15. Who else will benefit from this project? (if different than above)

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16. How will the success of this project be evaluated? (types of measures used, indicators)

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17. What recognition programs can your organization provide to acknowledge this gift from the Zonta Club of Hamilton 1?

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| **Person completing this application** | |
|  |  |
| *Phone number* | *Please print name* |
|  |  |
| *Position* | *Signature* |

|  |  |
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| **Chairperson/Board Representative** | |
|  |  |
| *Phone number* | *Please print name* |
|  |  |
| *Position* | *Signature* |

**Please attach to this application:**

1. A detailed outline of the project for which you are requesting funds.
2. A detailed outline of the budget for this project including funds already committed, if any.
3. A copy of your most recent annual report including the past year’s financial statement.
4. List of the current Board of Directors.
5. Name of the Executive Director/Manager of the organization.
6. A copy of any other information that would be useful in explaining your organization or this project.