

## GLENDALE'S FROM THE HEART PROGRAM

A partnership of the Citizens of Glendale, Gila River Indian Community and the City of Glendale

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### PROCEDURES FOR COMPLETING AN APPLICATION

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Please carefully read and follow the instructions. If you do not provide all of the required information and forms, with clearly marked signature originals and the number of copies requested, your application will not be forwarded to the FROM THE HEART Review Committee for consideration.

**Due Date:** Application packets must be received, not postmarked, by **4:00 P.M. on Friday, March 16, 2012**. Applications and/or supplemental materials will not be accepted after the deadline.

The minimum application request is \$2,500 and the maximum award amount will be \$20,000.

\* The application must include the following sections in the order indicated below:

- A completed Cover Page signed by an authorized Board member and Director/Chief Executive Officer.
- A four (4) page Narrative Section with clearly marked headers, including Background, Proposal, Finances, Collaborations, Evaluation, Progress Report, and Additional Information.
- A completed Supporting Documentation Check List, a signed Certificate of Tax Exempt Status form, Memorandum of Agreement and Taxpayer Identification form. The forms must have clearly identifiable original signatures.

\* The Narrative Section must be no more than four (4) one-sided, single-spaced pages in length. This page limit does not include the Cover Page, Supporting Documentation Check List, Certification of Tax Exempt Status form, Memorandum of Agreement or the Taxpayer Identification form.

\* Submit one full application with original signatures. Clearly label this as the signature original. Submit 12 stapled sets of the Cover Page and the Narrative Section of the application. Do *not* include any other materials with these 12 copies.

\* Use white paper. Number all pages of your application. Leave at least 1-inch margins, single space, and use a 12-point font. Please do not put the application in a binder and do not include color photographs or other color materials.

\* Late, incomplete, handwritten, unsigned, faxed or emailed applications will not be accepted.

\* Previous awardees that have not completed all required semi-annual and final progress reports that were due prior to this grant application deadline will *not* be eligible to apply for funding this year.

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Completed Applications can be hand delivered or mailed to:

Hand Delivery:  
Purchasing Department  
5850 W. Glendale Avenue  
Suite 317  
Glendale, AZ 85301

Mailed To:  
Rachel Bremen  
5850 W. Glendale Avenue  
Suite 330  
Glendale, AZ 85301

If you have any questions, please contact Rob Bohr, Office of the Mayor at (623) 930-2260 or via email at [rbohr@glendaleaz.com](mailto:rbohr@glendaleaz.com)

**GLENDALE'S FROM THE HEART PROGRAM  
COVER PAGE**

**Organization Name:** (As it appears on the current IRS Tax Exemption letter)

\_\_\_\_\_

**Doing Business as (DBA):** if applicable \_\_\_\_\_

**Number of Years Organization has been in business:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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

**Chief Executive Officer/Title:** \_\_\_\_\_

**Contact Person/Title (if not CEO):** \_\_\_\_\_

**Amount Requested (\$2,500 minimum-\$20,000 maximum):** \$ \_\_\_\_\_

**Geographic Area Served:** \_\_\_\_\_

**Estimated Number of Glendale Residents to be Served:** \_\_\_\_\_

**Circle Type of Support:** General \_\_\_\_\_ Program \_\_\_\_\_

**Program Name: (for program requests only)** \_\_\_\_\_

**Organization Budget: (for grant year)** \$ \_\_\_\_\_

**Program Budget, if applicable: (for grant year)** \$ \_\_\_\_\_

**Amount and percentage of Program or Organization Budget to be spent on administrative overhead (i.e. staff, materials, etc.):** \$ \_\_\_\_\_ %

**Explanation of Overhead (optional)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Within the past five years, has your organization had any actual, pending or threatened litigation or judgements? Y\_\_\_ N\_\_\_**  
**If answered yes, please provide a detailed explanation on a separate sheet of paper**

**From the Heart Awards, Previous 3 Years: Year \_\_\_\_\_ Amount \_\_\_\_\_;  
Year \_\_\_\_\_ Amount \_\_\_\_\_; Year \_\_\_\_\_ Amount \_\_\_\_\_**

I hereby certify that the information in this application is true and correct to the best of my knowledge.

**Director/CEO Signature \_\_\_\_\_ Title \_\_\_\_\_  
Date \_\_\_\_\_**

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Board of Director Chair Signature \_\_\_\_\_  
Date \_\_\_\_\_

## **GLENDALE'S FROM THE HEART PROGRAM NARRATIVE SECTION**

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In a maximum of four (4) one-sided, single-spaced pages, please provide information in each of the areas indicated below.

### **BACKGROUND**

Describe the mission, history, and overall goals of your organization. Briefly discuss current main programs, including unduplicated number of clients served during the most recently completed fiscal year.

### **PROPOSAL**

FROM THE HEART awards grants for general operating support or program-specific projects to agencies to serve Glendale residents.

- If you are requesting general support, explain how this grant will advance the mission and programs of your organization.
- If you are requesting specific program support, describe the program, the community need it will address, and the target population it will serve. Include the numbers to be served, race/ethnicity, economic status, and gender for the most recent year of operation.

### **FINANCES**

Based on the information presented in your most recently completed audit or IRS Form 990, list the amount of money your agency received from the entities listed below.

- ◆ Government: Federal, State, County and/or City (include revenue from Medicare, Medicaid and school districts)
- ◆ United Way
- ◆ Corporate and/or Foundation grants: (not including fundraisers or sponsorships. Sponsorships are defined as support provided for table or ticket purchases, golf tournaments, auctions, etc.)
- ◆ Fees/Earned Income (includes interest, membership dues, private insurance, thrift shops, fees for services, etc.)

Do *not* include in-kind or funding received from the FROM THE HEART Program.

### **COLLABORATIONS**

Describe any significant collaborations and/or networking relationships in which your organization is currently involved.

## **EVALUATION**

Briefly explain what evaluation methods you use to evaluate the success of your agency and to determine if you achieved your anticipated outcomes. For specific program proposals, briefly describe how you will measure the effectiveness of the proposed program. What outcome indicators will be used to determine if you have met your program and client objectives?

## **PROGRESS REPORT**

If your organization currently has a FROM THE HEART grant, briefly describe the progress that has been made in achieving the objectives of the project. Keep in mind the Review Committee does *not* have access to any project status reports.

## **ADDITIONAL INFORMATION**

If there is any other relevant information you wish to provide in support of this request, please do so in this section. This information may include a copy of your organization's annual report, recent major accomplishments, etc.

**Applications and/or other materials received after 4:00 P.M. on the deadline date will not be accepted. Late and incomplete applications will be deemed ineligible.**

**GLENDALE'S FROM THE HEART PROGRAM  
SUPPORTING DOCUMENTATION CHECK LIST**

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The following documents and forms *must* be submitted with your application. Indicate these documents are included in your application by initialing each item in the space provided. Return this sign-off page with your application.

\_\_\_\_\_ Certification of Tax Exempt Status form completed and signed by an officer of your organization.

\_\_\_\_\_ Most recent IRS 501 (c) (3) tax exempt determination letter in the Applicant's *present legal name*.

\_\_\_\_\_ Prior year audited financial statements or prior year IRS Form 990 *including all attachments, whichever is most current.*

\_\_\_\_\_ Projected line item operating budget for the organization current agency year or a line-item program budget if the proposal is for a specific program.

\_\_\_\_\_ A job description if the proposal is for salary support. A short biography of the person who will fill the position if applicable.

\_\_\_\_\_ A one page list of the current Board of Directors, including the principal business or professional affiliations of each member. Do *not* include addresses or phone numbers.

\_\_\_\_\_ Signatures from both Director/CEO and Board of Directors Chair.

\_\_\_\_\_ A short biography of key staff responsible for implementing this grant.

\_\_\_\_\_ A list of the five largest grants received from corporations and/or foundations during the *same fiscal year* of the audit/990 included with this application. Include dollar amounts contributed by each corporation and foundation, and provide the total amount given by foundations and corporations at the end of the list. Do *not* include in-kind donations or contributions made by individuals or government entities.

\_\_\_\_\_ Memorandum of Agreement (Signature Original)

\_\_\_\_\_ Taxpayer Identification Form (Signature Original)

\_\_\_\_\_ One full application and 12 copies of the Cover Page and Narrative Section

**GLENDALE'S FROM THE HEART PROGRAM  
CERTIFICATION OF TAX EXEMPT STATUS**

**I, an Officer of**

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**(Organization Name)**

hereby certify that the above named organization has received a ruling from the Internal Revenue Service that it is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code and that the organization is not a private foundation as defined in Section 509 (a) of the Internal Revenue Code.

I further certify that said exemption rulings from the Internal Revenue are still in effect and have not been revoked or amended.

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Signature

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Title

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Date