



Gamma Mu Foundation, Inc.

Grant Proposal

Guidelines

December 2008

“The Gamma Mu Foundation is a perpetual, philanthropic fund to provide financial assistance for the health, enhancement and pride of the GLBT community.”

GAMMA MU FOUNDATION, INC.

GRANT APPLICATION PROPOSAL PREPARATION INSTRUCTIONS

Gamma Mu Foundation, Inc. reserves the right to solicit applications for certain projects from organizations or institutions the Foundation believes to be uniquely qualified to meet its goals.

1.0 General

1.1 **Initial Approach.** Prior to making a first-time grant application, organizations are encouraged to contact Gamma Mu Foundation, Inc. (the Foundation) in writing, outlining the nature of the applicant organization and how it supports the mission of the Foundation. That mission is to support the gay and lesbian community and enhance the image of gays and lesbians in the community at large. (See the Foundation website www.gammamufoundation.org for useful information, including previous grants.)

1.2 **Proposal Submission and Processing.** The Foundation accepts proposals from January 1st through June 1st each year. The Grants Review Committee investigates proposals, requests additional information when necessary, and conducts site visits in some cases. The Board of Directors reviews grant applications and makes funding decisions in July of each year. Applicants usually receive written notification of Board action in August. Distribution of grant funds for successful applicants is normally made in September (50%) and the following March/April (50%). (See paragraph 6.0 for submission details.)

2.0 Grant Purposes

2.1 **Goals.** The Foundation targets resources toward the following major goals:

- ensuring the ongoing support of gay and lesbian health and social service organizations;
- enhancing the community through support of projects identifying the Foundation as a source of support by and for the gay and lesbian members of the community; and
- increasing the grantee's organizational capacity and resources to assure continued program viability after Foundation support terminates.

Priority consideration is given to proposals that serve the above goals in rural settings.

2.2 **Program Areas.** Grants are made in the following program areas:

- **Community Services.** These grants support services to individuals that are provided through community services organizations meeting health, educational, or other welfare needs. Major emphasis is on HIV/AIDS related services in rural settings. This includes direct support to individuals and their families as well as prevention and awareness education to the general population and/or targeted to MSM.

- Community services grants also focus on meeting the special needs of GLBT subpopulations such as youth, seniors, and victims of domestic violence. Emphasis is placed on organizations conducting awareness and empowerment work with GLBTQ youth and their families.
- **Research and Public Education.** These grants support programs and projects aimed at helping to make the world a more hospitable place for people regardless of sexual orientation or gender identity.

2.3 **Excluded Areas.** The Foundation *will not* accept proposals for the following purposes:

- Capital campaigns
- Physical plants
- Endowment funds
- Annual fund drives
- Lobbying activities
- Religious activities
- Political activities or campaigns
- Payroll (other than staff assigned to the approved project)

3.0 **Proposal Evaluation Criteria**

Proposals are evaluated against the following criteria:

- relevance of the proposed project to the Foundation's funding policies and priorities;
- the importance of the need addressed in the proposal, and other past or ongoing attempts to meet it;
- the potential benefit of the project;
- the project's potential to serve as a model from which others interested in similar issues may learn;
- the capability of the applicant organization and its staff to achieve the desired results;
- the adequacy of the projected activities, budget, and timetable to achieve the desired results;
- the evidence of appropriate cooperation with other organizations working in the same field;
- the likelihood of future support from other sources; and
- the quality of the applicant's plan for evaluating and disseminating the results of the project.

4.0 **Award Procedures and Conditions**

4.1 **General conditions.** In addition to any conditions and/or requirements associated with a particular award, the following general conditions apply. Grant recipients must:

- submit any changes to the scope of the approved project in advance and in writing for approval by the Foundation;
- return any funds not expended for the approved purpose by the end of the grant period;
- treat grant funds as restricted to the activities described in the application, maintain account books and records that show and separately account for funds received under the award, and retain records available to the Foundation for a minimum of four years following the completion of the project;
- submit an interim report by April 15th following receipt of the first-half grant payment and a final report by October 31st following completion of the grant period.

4.2. **Memorandum of Understanding.** Following approval of a grant and prior to distribution of funds, the Foundation will require a signed Memorandum of Understanding (MOU) indicating agreement with above and other relevant conditions.

4.3 **Evaluation.** Foundation members or staff may make periodic site visits and may occasionally enlist the assistance of consultants to evaluate projects.

5.0 **Instructions for Proposal Preparation**

5.1 **General.** A written application under organization letterhead is normally required. The application **must** contain the following enclosures:

- (1) Completed Application Cover Sheet (see attachment A to these guidelines). Please include contact person e-mail address.
- (2) Completed Statement of Non-Discrimination (see attachment B to these guidelines)
- (3) IRS authorization for tax exemption under Section 501(c)(3) (copy of IRS letter)
- (4) Audited financial statement and/or tax return (SF 990)
- (5) Proposal (addressing information outlined in paragraphs 5.2, 5.3, and 5.4, below)

(Note: Enclosures (1) and (2), above, may be hand printed if legible.)

5.2 **Information about the Applicant Organization.** The following information must be included in this section of the proposal:

5.2.1 Name and address of the applicant organization.

5.2.2 Name, title, e-mail, and telephone number of the project director or responsible POC..

5.2.3 Description of the organization, including a summary of its background, purpose, objective, and experience in the area for which funds are sought. Also include a succinct mission statement.

5.2.4 Names and affiliations of the members of the Board of Directors or other governing body (may be submitted as an attachment to the proposal).

5.3 **Information about the Project.** The following information must be included in this section of the proposal:

5.3.1 Explanation for the need of the project, including data or documentation.

5.3.2 Comments on past or present attempts by the applicant and others to address the designated need.

5.3.3 Description of the goals and objectives the project is designed to meet.

5.3.4 Identification of specific outcomes the project is expected to achieve.

5.3.5 Specific activities or methods identified to reach the goals described in 5.2.3 along with a timetable for their implementation.

5.3.6 If there is a parent organization, a statement by the Director of the parent organization that the proposed project has the organization's full support.

5.3.7 Names and qualifications of the people involved in implementing the project, as well as the amount of time each person will devote to project activities during each month of the project.

5.3.8 Evaluation Plan for the project, including a description of activities, timetable, and the names of those responsible for accomplishing activities.

5.3.9 Plan for how project outcomes or findings will be disseminated to others involved in meeting similar needs.

5.4 **Information about the Project/Organization Finances.** The following information must be included in this section of the proposal:

5.4.1 Proposed project budget indicating all major program expenditures and how these expenditures are estimated. If the project budget includes funds other than those requested in this proposal (committed or pending), include the amount, source, and schedule for that funding along with a description and implications of the shortfalls that will occur without the funding requested from the Foundation.

5.4.2 Copy of the applicant organization's annual budget including all sources of funds and earned income. Also, include dates encompassing the organization's fiscal year.

5.4.3 Explanation of how the project will be financed when funds requested herein are fully expended.

5.4.4 Explanation of why the organization cannot assume project costs using its own resources.

6.0 **Submission.** One copy under original signature must be received not later than June 1st at Gamma Mu Foundation, Inc., Suite 624, 1975 East Sunrise Boulevard, Fort Lauderdale, Florida 33304. Additionally, an electronic version of the Proposal section (Enclosure 5, under paragraph 5.0, above) and a PDF of the cover sheet must be received as an e-mail attachment (*Word, WordPerfect, or PFD* format) at grants@gammamufoundation.org by June 1st. Additional questions or concerns may be forwarded to Gamma Mu Foundation Grants Chairman at the above e-mail address.

GAMMA MU FOUNDATION, INC. APPLICATION COVER SHEET

Complete all sections and attach to your proposal

Date of Application _____	Fiscal Agent if other than applicant _____
Project Director _____ Title _____	Contact Person _____
Applicant Organization _____	Fiscal Organization _____
Address _____	Address _____
City _____ State _____ ZIP _____ ()	City _____ State _____ ZIP _____ ()
Telephone _____	Telephone _____
Annual operating budget of the applicant organization \$ _____	IRS Exempt Status Approved <input type="checkbox"/> Pending <input type="checkbox"/> of applicant or, if there is one, of fiscal agent)
Total Project Budget \$ _____	
Amount requested from Gamma Mu Foundation \$ _____	
Applicant Organization Classification	Project Title: _____
<input type="checkbox"/> Private Organization/Institution	Project Duration _____ Beginning Date _____ Ending Date _____
<input type="checkbox"/> Public Organization/Institution	Previous Grant Requested Submitted to Gamma Mu Yes No
	Previous Funding Received from Gamma Mu Yes No
Project Summary (Please limit to space provided)	
CHECKLIST Non-Discrimination Certification Attached List of Board Members Attached Copy of IRS Tax-Exempt Letter Attached Completed Proposal Attached	

STATEMENT OF NON-DISCRIMINATION

**This is to certify that _____
Name of organization
does not discriminate on the basis of race, creed, National origin,
religion, sex, sexual orientation, age, or disability in its employment
practices, in selecting students, or in accepting clients for its services
or products.**

Signature

Date

Typed or printed name of signing official

Address of organization

Title of signing official

City

Telephone