

APPLICATION SUBMISSION INFORMATION:

- ❑ All forms must be completed and received by the NCEF offices no later than 12:00PM (Eastern Standard Time), Tuesday, the fifteenth of September, 2010 (September 15th, 2010), for funding consideration.
- ❑ Read **all directions**, guidelines, and restrictions to funding before proceeding. NCEF will not fund charities who fail to meet the requirements, guidelines and criteria as set forth in this application.
- ❑ Please do not include this page in your application packet.
- ❑ Following the format outlines is imperative to a full review of your application.
- ❑ If you are applying for multiple projects, **please use one application** to outline the request.
- ❑ Do not use folders or report covers (the first page of your packet must be applicant overview page)
- ❑ Do not fax or email the application form. Applications will be accepted in hard copy format only.
- ❑ Do not include anything not requested. Letters of recommendation may be submitted separately from the application.
- ❑ The following items must be included in your grant application:
 - SIGNED Overview (page #2 of the application)
 - One-page summary of your organization including mission, number of children served, programs offered and populations served (racial/ethnic and gender)
 - Completed Project Outline relevant to your request – “Programs & Operations” or “Brick & Mortar” (Pages #3-#5)
 - Completed Project Evaluation (Page #6)
 - Completed Project Budget (Page #7)
 - Most recent complete audited financial statement, including management letter and auditors notes.
 - Most recent balance sheet, cash flow and income statement
 - List of current Board of Directors
 - Current organizational chart by position
 - Current employee census with applicable salaries
 - For applications that include multiple programs/ project requests, please attached program/ project specific budgets.
 - A CD or thumb/flash drive containing the saved application and attachments in their entirety.
- ❑ Submit **3 (three)** originals of complete application and 10 copies of Overview (page 1), Project Evaluation (Page #6) and Project Budget (page 7) to:

Naples Children & Education Foundation

6200 Shirley Street #206

Naples, Florida 34109

Attn: Todd D. Foege

- ❑ Ten (10) copies of Overview (page 1); Project Evaluation (Page #6) and Project Budget (page 7) should be collated and bound by paper clip or clamp.
- ❑ Please **do not use staples** anywhere in your application. Large paper clips or clamps are required.

APPLICATION GUIDELINES:

1. All organizations must allocate 100% of funds received from NCEF to service underprivileged or at risk children located in Collier County as indicated in their grant application, for their basic needs: food, clothing, shelter, healthcare, basic education, and/or special needs.
 - ❑ All organizations applying for grants from NCEF must provide information requested in this application.
 - ❑ All organizations applying for grants from NCEF must have provided services in Collier County for Collier County children for at least one year prior to filing date of application.
 - ❑ Evaluation criteria may change due to circumstance and is at the discretion of the Naples Children and Education Foundation Grant Committee.
 - ❑ NCEF will only fund nonprofit organizations serving Collier County children that are exempt under Section 501(c) 3 of the Internal Revenue Code and are deemed as “not a private foundation” under Section 509(a).
 - ❑ NCEF grants are one-year commitments only.
 - ❑ NCEF does not fund endowments or other foundations that in turn grant funds to charities.
 - ❑ All applications will be reviewed by the NCEF Grant Committee and be taken under consideration.
 - ❑ NCEF will limit the number of grant recipients each year in order to make a meaningful contribution to selected organizations and see measured results from NCEF’s support.
 - ❑ **Any applications that are incomplete, not in the required format and/or fail to meet these requirements will automatically be disqualified. Applications will only be accepted using the Foundation’s application form (except one-page summary). Deviation from application template may result in ineligibility. Missing the deadline will automatically result in elimination of eligibility.**
 - ❑ NCEF will not fund the following through its traditional grant cycle funding process:
 - Grants to individuals
 - “Pass through” grants
 - Start-up organizations (may be reviewed on a case-by-case basis)
 - Unnecessary duplication of services within the community
 - Political campaigns
 - Scholarly or medical research
 - Annual campaigns
 - Private or public schools (charter schools may be considered an exception)
 - Religious organizations

OUR MISSION:

The Naples Children & Education Foundation is committed to supporting charitable programs that improve the physical, emotional and educational lives of underserved or at risk children in Collier County.

APPLICANT OVERVIEW

Full Legal Name of Organization:	Year Established:
Address (including zip code):	Contact Person and Title:
Phone: Fax:	Email Address:
Total Amount of Grant Request:	501c(3) Identification Number:
Overview of Grant Request (150 words or less):	

To the best of my knowledge and belief, all data in this application is true and correct, the governing body of the applicant duly authorizes the document and will comply with the attached assurances if the assistance is awarded.

Name of Authorized Representative:	Title:	Telephone Number:
Signature of Authorized Representative:		Date Signed:
Date Submitted:	Date Received by NCEF:	Received by: (NCEF Staff)

PROJECT OUTLINE – Programs & Operations

Please answer the questions below on a separate page including relevant research and number each item.

1. Overview of specific program or operational needs:

2. Major goals or outcomes (describe what the program or operations intend to achieve)

3. Population to be served and the unmet community needs it will address:

4. Use of staff and volunteers:

5. Data used to determine rationale and why it is not a duplication of services:

6. Implementation timeline:
(if the implementation timeline is dependent upon a funding timeline, please explain)

7. Specific location of project or operations:

8. Sustainability plan:

9. Other organizations that will collaborate on and/or benefit from this project:

PROJECT OUTLINE – Brick and Mortar

Please answer the questions below on a separate page including relevant plans/drawings and number each item.

1. Overview of the building/renovation plan (include data that was used to determine project rationale):

2. Major goals or outcomes (Describe what the building will be used for, the population to be served and the unmet community needs the project will address):

3. Project Timeline (month/year):
 - General construction contract signed _____
 - Project start _____
 - Project completion _____
 - Building purchase _____
 - Land purchase _____
 - Equipment purchase _____

4. Regulatory approvals (month/year):
 - Zoning _____
 - Certificate of Need _____
 - Historic Preservation _____
 - Environmental Impact _____

5. Specific location of the project:

6. Sustainability plan (including estimated annual operating expenses):

7. Other organizations that will collaborate on and/or benefit from this project:

PROJECT OUTLINE – Brick and Mortar (continued)

8. Project cost overview:

- Total project cost \$ _____
- Cost per square foot \$ _____

Based on what level of architectural plan (anticipated completion dates below if not completed at time of application submission, including month/year):

- Conceptual _____
- Schematic _____
- Design Development _____
- Construction Documents _____

9. Total campaign goal broken out into the following areas:

- Construction/renovation \$ _____
- Property Purchase \$ _____
- Equipment and Furnishings \$ _____
- Fees \$ _____
- Contingency \$ _____
- Fund Raising Expenses \$ _____
- Interest \$ _____
- Annual/Program \$ _____
- Endowment \$ _____
- Other \$ _____
- Grand Total Campaign Goal = \$ _____

10. Funds Availability – formal commitments only:

- Private funds (and date fundraising began) \$ _____
- Government \$ _____
- Long-term financing (and date of loan commitment) \$ _____
- Organizational funds \$ _____
- Bequests \$ _____
- Other \$ _____
- Total funds available \$ _____
- Balance remaining \$ _____
- Amount requested from NCEF \$ _____

PROJECT EVALUATION

Three major goals:

1. _____
2. _____
3. _____

Based on these goals, please complete the table below.

What specific tasks will help you achieve your Project Goals?	What will change as a result of this activity?		How will you measure this change? (Collect Data) EXAMPLE: Track enrollment and student attendance	Who is responsible for evaluation? EXAMPLE: Agency appointed counselors	Timeline EXAMPLE: June 1 – August 15
	Starting Point EXAMPLE: 20 students enrolled in program	Ending Point CHANGE: 150 students enrolled in program			
EXAMPLE: Expand summer program offered at low rate to families in need so students are not left alone unsupervised.					
EXAMPLE: Print and distribute tray liners to restaurants and schools throughout the county to promote services and awareness during National Awareness Month.	EXAMPLE: No public awareness.	CHANGE: Increased use of services due to public awareness and education.	EXAMPLE: Resident survey at end of session	EXAMPLE: Session leader	EXAMPLE: Jan 1 – Mar 18
TASKS	CHANGE: STARTING POINT	CHANGE: ENDING POINT	DATA COLLECTION METHOD	PERSON RESPONSIBLE	TIMELINE
Goal #1					
Goal #2					
Goal #3					

PROJECT BUDGET *(the sub groups under project expenses are only guiding examples are not necessarily intended for every application)*

Project Expenses List each expense separately	Amount Requested From NCEF	Other Funding ¹	TOTAL EXPENSE By line item
Brick & Mortar: Construction 1) Architecture fees 2) General Contractors 3) Etc. Furnishings 1) Classroom Furniture 2) Office furniture 3) Etc. Equipment			
Program: (please list salaries specific to program) Salaries 1) Salary One 2) Salary Two 3) Etc. Materials 1) Ex. Educational games 2) Ex. Playground Equipment Other			
Operations: (please list salaries not specific to program) Salaries 1) Salary One 2) Salary Two 3) Etc. Facility 1) Utilities 2) Anticipated Assessments Equipment: 1) Ex. Computers 2) Ex. Acct Software Other			
Other:			
	TOTAL	TOTAL	TOTAL PROJECT COST

¹ Contributions from applicant, outside funders or in-kind contributions (volunteer hours at \$20.25 /hour, outside office space, borrowed equipment, etc.)

2011 NCEF GRANT APPLICATION

Total amount of government support received in last complete fiscal year and percentage of total budget:

- \$ _____
- _____%

Total amount raised privately in the last complete fiscal year and percentage of total budget: **(do not include NCEF gifted funds in this calculation)** Therefore, if you already receive funds from NCEF, the sum of both figures above and below should not equal your total budget nor should it equal 100%

- \$ _____
- _____%
