



Conquistador Historical Foundation

P.O. BOX 1663 BRADENTON, FL 34206-1663

GRANT REQUEST APPLICATION

Budget Year 2021-2022

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. As a general rule, however, 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. Educational projects will be reviewed individually.

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 these application forms.** All items on this form must be filled out completely. Fully completed proposals offer the best opportunity for consideration. You may be requested to discuss your proposal with the Foundation Board of Trustees after submitting the application. The Foundation may require a visit to your site after project commencement. 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.

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 and or contributors in all and any marketing promotions, print or electronic, during such event or project. The Foundation is also seeking website and mail correspondence recognition for a period of one year from the time of project approval.

Instructions

- A. Please submit all requests typed in a single spaced, 12-point font (Times New Roman or similar) and maintain a one-inch margin on all sides.
- B. Please answer all of the questions in the order listed and use headings as provided.
- C. Please number all pages.
- D. Please **DO NOT** place applications in binders or folders.
- E. Please staple or paper clip application on upper-left hand corner.
- F. Please submit only one copy.
- G. Please do not include any materials other than those specifically requested at this time.

H. Please do not send videotapes.

Application Structure

1. Application date.
2. Organization name.
3. Organization full address, including mailing address if different.
4. Organization telephone and facsimile number.
5. Organization website.
6. Name, title, telephone number, and email address of CEO or executive director.
7. Name, title, telephone number, and email address of contact person for this request (if different).
8. Organization IRS status (Corporation, Non-profit, etc...).
9. Is your organization an IRS 501(c)(3) not-for-profit?
10. If not, please explain.
11. Please list IRS 501(c)(3) nonprofit or Federal tax-exempt number.
12. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information or State Tax Exempt Certificate.
13. Organization's fiscal year (beginning date and end date)
14. Period this funding request will cover
15. Briefly describe your organization's history, mission, and goals.
16. Briefly describe the role of your organization's board of directors, including how your board carries out its responsibilities for financial and programmatic oversight and fundraising.
17. Briefly describe current activities, recent accomplishments, and future plans.
18. Briefly describe how the population you serve is involved in the work of your organization.
19. Briefly describe your most significant collaborations and partnerships with other entities in your field or geographic area.
20. What results are you committed to achieving?
21. What is the timeline for accomplishing these results?
22. What evidence will prove your success?
23. Project name (if applicable).
24. Is this a new project? If yes, how was the project approach developed? If not, what have you accomplished so far?
25. What problem or need does your project address?
26. What is the plan for implementation of this project?
27. Dollar amount of this funding request.
28. Total budget of this project.
29. The time period this funding request will cover.
30. Summarize the purpose of the project for which your organization is requesting support.
31. Summarize how this project will benefit the community.
32. How will this project be continued in future years?
33. If this project is only partially funded by the Foundation, how will this affect the usefulness of the project
34. In the event that this project is not funded by the Foundation, list alternative sources of funding considered.
35. Is funding requested from any other source?
36. What is the total funding requested from additional sources?

37. Will Foundation funding for this project be used as matching funds in an attempt to obtain additional funds?
38. Will Foundation funding for this project directly benefit individuals who are residents of Manatee County?
39. What is the size of your organization's annual budget in Manatee County?
40. How many full time employees does your organization employ?
41. Does your organization receive any appropriations or funding from federal, state, or local governments?
42. Did your organization receive funding from our Foundation last year?
43. How will this benefit the Conquistador Historical Foundation or the Hernando De Soto Historical Society?
44. Do you agree to the Foundation requirements set forth above?
45. Signature of executive director or other authorizing official.

ATTACHMENTS

- a) Please attach financial statements from your last fiscal year.
- b) Please attach financial statements from your current fiscal year.
- c) Please include a copy of your current IRS tax-exempt determination letter. If tax exempt status is pending, provide an explanation of application status.
- d) Please attach a copy of your most recent audit or form 990
- e) Please attach a list of board members with terms, occupations, and places of employment