



Overview and Guidelines for completing the Online Application

Our Fund Foundation is a community foundation that exists to support a sustainably livable community for all South Floridians by promoting and increasing responsible philanthropy directed at agencies advancing lesbian, gay, bisexual and transgender issues in Broward, Miami-Dade and Palm Beach Counties.

Our Fund Foundation awards grants twice a year to agencies advancing LGBT issues in Broward, Miami-Dade or Palm Beach Counties in support of innovative and compelling projects.

Grants are funded from the following seven funds held at Our Fund:

- Youth Fund
- Elders Fund
- Women's Fund
- Transgender Fund
- Health/HIV & AIDS
- Arts & Culture
- Social Justice

In order to qualify for a grant from Our Fund Foundation, an organization must:

- Provide services that benefit LGBT communities and causes in Broward, Miami-Dade and Palm Beach Counties
- Be a not-for-profit under section 501(c)(3) of the Internal Revenue Service code

Preference is given to projects and programs that respond to an unmet need in our community.

Agencies can receive one Our Fund Foundation discretionary grant in a 12-month period.

Grants will not be awarded to projects or programs which:

- Are outside of South Florida service area
- Promote legislative change

Application Timeline:

Our Fund Foundation usually awards grants bi-annually:

Spring: February 28, Grant applications due
April 15, Grant awards announced

Fall: August 31, Grant applications due
October 15, Grant awards announced

Who Makes Grant Decisions:

The Grant Distribution Committee is composed one member of Our Fund's Board of Directors and community volunteers. The committee, or a representative of the committee, initially reviews each grant request to ensure the organization meets the minimum criteria. Thereafter, the full Grant Distribution Committee evaluates the requests from organizations that meet the minimum criteria. Each applicant must be prepared to meet with the grant committee for a scheduled interview. The committee will then make recommendations for funding to the Our Fund Board of Directors.

The Our Fund Board of Directors votes on final approval of all grant applications.

This guide provides important tips on how to best plan, write, and submit the online application.

- Create a working document in Word for each narrative response of the application, so that you can cut and paste your responses into the online application.
- Go back and read the instructions after you complete each section. You may need to revise your narrative to make sure you are specifically responding to the information asked for in each section and that your response within the section is numbered as specified.
- As you copy and paste sections of your narrative into the online application form, it's possible that bullets, italics, boldface, font styles, and other text effects may not transfer. To avoid this, choose a common font style using regular text and replace bullets with a dash.
- Keep track of characters and spaces. The online applications limits the number of characters allowed for each section. Check you character count in Word, before you copy text and paste it into the section in the online application. When using the character count, choose the number of characters "with spaces." Refer to the online application for the specified limit of characters for each section. You do not have to use the max word count allowed. It is preferred that you answer each question succinctly, rather than try to fill the space allowed.
- If there are places in the online application where your answers don't fit, check to see if the information is already included elsewhere. You can also delete unnecessary adjectives. Also, delete extraneous spaces after sentences (you only need one) and combine paragraphs.
- Before you submit your application, copy and paste it into a Word document for your records. Try not to wait until the day of the deadline to submit it.
- Once you submit your application, you can still return to it to make edits or simply review it. Just click the link you used to first access the online application, and an edit button will be available to make the changes or to reread it.
- Be sure to submit all of the attachment documents along with the application narrative. For the budget, we have provided a template you can download, fill out, and submit along with the attachments.



Grant Program Terms and Conditions

The following terms and conditions must be met in order to receive the grant that has been awarded. If the Grantee fails to meet any of these terms and conditions, Our Fund Foundation may withdraw its award and terminate the Grant Agreement and shall thereupon have no further obligation to disburse to any remaining unpaid grant funds. Our Fund Foundation may require repayment of any grant funds that were not used in accordance with the terms of the Agreement.

1. Use of funds:

Funds must be used by the Grantee strictly in accordance with the terms of the Agreement and the final budget on which the grant is based. Any changes must be submitted in writing to the Foundation and be approved by the Foundation.

2. Reversion of Funds

All funds not expended for the purposes agreed to by the Grantee and the Foundation must be returned to the Foundation.

3. Reporting

Please refer to the Grant Impact Report at the end of this document.

4. Evaluation/Site Visits

In order to assess the effectiveness of our grants, the Foundation may conduct an evaluation of the program funded by the grant, which may include visits by representatives of the Foundation to observe the Grantees program procedures and operations and to discuss the program with the Grantee's personnel. Additionally, we would like to be informed when special events are occurring throughout the year so we may have the opportunity to share your organization and programs with our staff, Board members and Donors. This could range from observing a project we funded or other notable programs implemented that would be interesting to showcase.

5. Publicity

Press releases, programs, announcements, invitations, feature stories, materials produced, as part of the grant, and other public information must include the Foundation's support of this program. Any coverage received with the project should be forwarded to Our Fund Foundation. Communication verbiage should refer to support as: "This program was made possible by a grant from Our Fund Foundation, an LGBT Community Foundation." Any statement about Foundation policy or staff should be cleared in advance with the Foundation.

6. Special Conditions

NONE

7. Miscellaneous

The Grantee agrees to continue to maintain its eligibility for the grant during the entire grant period. This includes, but is not limited to, maintaining its status as an organization qualified under 501 (c)(3) of the Internal Revenue Code and maintaining its principal place of operation in South Florida. The Foundation is pleased to provide the grant encompassed by the agreement but cannot accept legal responsibility for the project. Accordingly, the Grantee agrees to indemnify and hold harmless the Foundation from any and all liability the Foundation may incur in connection with Grantee's participation and administration of this grant.



Grant Impact Report

Grant Recipient: _____

Program Title: _____

Grant Amount: _____ Grant Period: _____

Form Completed By: _____ Signature: _____

Email: _____ Phone: _____

Please describe the progress made toward two planned outcomes (please include outcomes and measures for success from application): (500 words)

Lessons learned: (250 words)

Future plans: (250 words)

Please include income and expense information compared to the approved budget for the project or program. Explain any significant differences.

Please attach a photo(s) of the program in action in order for the Foundation to use as part of its publicity efforts.

Please feel free to attach or send any supporting documents, articles, materials, etc. relevant to the project, program, or event supported by this grant.

On behalf of Our Fund Foundation and our supporters,
thank you for your good work.