



Winter 2010

Dear Neighbor,

Thank you for your interest in applying for a non-profit community grant with Anat Kah. We are very excited to work collaboratively with you to help make Puerto Aventuras a better place for everyone to live, work and visit.

Attached is the grant application form. When completing your application, please keep the following things in mind:

- The application form is very detailed, but don't be scared! Do the best that you can and please ask for help if you need any assistance in filling out the form or in clarification on any of the questions. If you do have any questions, or would like assistance with filling out the form, please call or email Christina Alexander (christina@fcrivieramaya.org and 984-105-0719).
- The application does not need to be typed. However, if you would like to complete it in word, just click in the grey box following each question and type away!
- Anat Kah accepts applications throughout the year, and will be making grant payments to selected organizations and projects twice a year. If you propose a project/service and are approved for partial funding, we will keep your request on file and may consider your request for additional funds in the following cycle.

When you have completed your request form, please call or email Christina Alexander (contact information below) to arrange to drop off the request, or the application can be scanned and emailed to Christina.

Thank you again for your interest in working with Anat Kah, we look forward to reading your proposal!

Christina Alexander
Founder, Anat Kah, A.C.
984.105.0719
christina@fcrivieramaya.org



Grant Application Form

ORGANIZATIONAL INFORMATION

Name of organization

Address

Phone Fax Web site

Name of the Director of the organization

Title Phone E-mail

Name of contact person regarding this application

Title Phone E-mail

Is your organization a registered A.C. in Mexico?

Yes No

If no, is your organization a public agency/ unit of government?

Yes No

Is your organization a registered 501 (c)(3) in the United States?

Yes No

Is your organization a "Donataria Autorizada" in Mexico?

Yes No

PROPOSAL INFORMATION

Request is for: Funds Volunteers In-kind donations (materials, etc.)

Please give a 2-3 sentence summary of request:

Population served:

Geographic area served:

If seeking funds, there are being requested for:

Administration Direct programming/service Staff Scholarships

Technical support Materials Other (please specify):

Proposed project start date:

Proposed project end date:

BUDGET SUMMARY

Peso amount requested:

\$

Minimum amount necessary to partially fund request:

\$

Total annual organization budget:

\$

Total project budget (if applicable):

\$

PROPOSAL NARRATIVE

I. Organization Information

1.) Brief summary of organization history, including the date your organization was established:

2.) Please state your mission &/or vision if these have been established:

3.) Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization:

4.) Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?

5.) Number of board members, full-time paid staff, part-time paid staff and volunteers.

II. PURPOSE OF GRANT

Specific activities for which you seek funding &/or non-monetary support	Who will carry out these activities?	Time frame in which these activities will take place:	Objectives or ways in which you will meet the goal(s):
1.			
2.			
3.			
4.			

5.) How will the proposed activities benefit the community? Be as clear as you can about the impact you expect to have.

6.) Long-term funding strategies (if applicable) for sustaining this effort:

EVALUATION

1.) Please describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.

2.) How will you measure (quantitatively &/ or qualitatively) these changes?

3.) If approved for funding &/or non-monetary support do you agree to submitting timely mid-term and final grant progress reports? (Forms will be provided) Yes No

ATTACHMENTS

Required:

1. Organization budget for current year, including income and expenses.
2. Project budget, including income and expenses.

If applicable:

3. Additional funders. List names of corporations and foundations from which you are requesting funds, with peso amounts, indicating which sources are committed or pending.
4. List of board members and their affiliations.
5. Brief description of key staff, including qualifications relevant to the specific request.
6. A copy of your current Mexican A.C documentation and/or documentation indicating a tax-exempt 501(c)(3) status.

Name of person submitting this application:

Title: **Phone:** **E-mail:**

Signature: _____

For Office Use Only

Grant Request Number:

Anat Kah Director Recommendation:

Anat Kah Advisory Committee Recommendation:

Further information needed:

Request Approved:

_____ No

_____ Yes

Amount Approved \$ _____

_____ full amount of request _____ partial amount of request

Funds currently available with Anat Kah? _____ yes _____ no

If no, describe plan to gather funds:

Non-monetary support approved (if applicable):

Date of grant disbursement: _____

Date mid-term report due: _____

Date annual/final report due: _____

Signature of Anat Kah Director: _____ Date: _____