



Community Action Grant Information Sheet 2016

The Port St. Lucie Business Women is a professional organization dedicated to promoting the interests of business women and serving our community in an effective way.

Each year the Community Action Grant Committee is charged with the responsibility to consider a project or projects in which to recommend providing financial grants. In keeping with the mission of the Port St. Lucie Business Women, all projects chosen must have a primary focus on programs benefiting women and/or children.

Attached is a grant application that is to be completed when requesting grant assistance. The maximum amount for one grant is \$1,500.00. Grants are to be used for small budget programs that include addressing food insecurity and empowering of women and/or children in St. Lucie County. Programs must be completed by **July 31, 2017**, and the agency will be requested to present the outcome of their program in writing to the members of the Port St. Lucie Business Women at one of their regularly scheduled meetings.

Grant funds are to be used for program materials, not capital projects or salaries.

Please submit the completed grant application no later than **12:00 noon on Friday, June 17th, 2016** by e-mail to: Terri A. Larrivee tlarrivee@coasl.com.



2016 Grant Program Application
Due by 12:00 noon on June 17, 2016

SECTION A: APPLICANT INFORMATION

Complete the information below. Be sure to identify the agency official who is authorized to execute any grant related documents/funds:

1. Application Submitted By: _____
2. Agency Name: _____
3. Address: _____
Email Address: _____
4. Telephone number: _____
5. Authorized official: _____

SECTION B: PROGRAM INFORMATION

1. Program name: _____
2. Program type: _____
3. Annual budget and source/s of funding for program: _____
4. Amount of grant funds requested: _____
5. Estimated number of individuals served: _____
6. Estimated number of individuals/families that the grant will serve: _____

SECTION C: NARRATIVE INFORMATION:

On an attached sheet(s), answer the following questions as concisely as possible. Please limit total response to 500 words or less.

1. How will the program support and impact the lives of women and / or children? What services will it provide to participants?
2. What procedures and guidelines will be used to select and monitor program participants/grantee?
3. What specific outcomes do you seek to achieve? Describe in measurable terms the outcomes sought.

SECTION D: CERTIFICATION:

I do hereby certify that all facts, figures and representation made in this application are true and correct and that fiscal control shall be implemented to insure proper accountability of any grant funds awarded. The filing of this application has been authorized by the Grant Applicant and I have been duly authorized to act as the representative of the Grant Applicant in connection with this application. I also certify that this is a 501(c)(3) organization.

Authorized Official's Signature & Date

Print Authorized Official's Name

Name of Grant Applicant

Tax ID#