



## Executive Summary

Application Date: \_\_\_\_\_

Grant applications will be accepted that meet Spotlight Miami's minimum criteria and procedures. Please see the end of application for a checklist of all items to submit.

Legal Name of the Organization:		
Address:		
City:	State:	Zip:
Telephone Number:		Fax:
Website:		
Email Address:		
Headquarter Office?: <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, where is it located?	
Effective Date of the Organization's IRS 501 (c) (3) status:		
Total Current Organization Operating Budget:		
Population(s) Organization Serves:		
Primary Grant Contact (Name, Telephone and Title):		
Organization's Mission Statement (75 words or less):		
Grant Request Amount: \$		
Purpose of Grant (50 words or less):		
How did you find out about Spotlight Miami?		
<p>The undersigned hereby affirms that I have read the Spotlight Miami grant application requirements, minimum grant consideration information set forth below, and grant selection calendar and agree to all of the contents thereof. By signing this Executive Summary and submitting the attached Spotlight Miami Grant Application I do further affirm that in the event that our charity is awarded a Grant, all grant moneys shall be used in accordance with the Application. I further acknowledge that by accepting a Spotlight Miami Grant, we are required to participate in the Fall Event and to report on the impact of the Grant on the lives of those served.</p>		
_____		
Print Name and Title		
_____		
Signature		



## Grant Application

### I. Organization Information

Brief summary of organization's history & vision (250 words or less):

Number of people annually served:

Description of current programs and overall accomplishments (250 words or less):

Current sources of funding for the Organization – describe affiliation with federal, public, or private funding sources (be specific) (150 words or less):



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### II. Purpose of Grant / Description of Your Specific Project

Describe the project for which you are requesting support, the target population, and benefits the project will render (250 words or less):

Describe project goals, measurable outcomes and methods of evaluation: how will this project measurably expand an existing initiative or establish a new initiative? (250 words or less)

Timeline for implementation of the project: Spotlight Miami may audit the grant process/activity at any time before the grant's completion date.

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Name two successes specifically related to the project for which you are requesting support that occurred in the last year (150 words or less):

### Grant Application

What capacity currently exists to achieve program implementation, including staff (either funded or not funded by this grant but whom are essential to project implement), volunteers, etc. (250 words or less)?

Long-term strategy to sustain the program beyond the grant (250 words or less):

This section is left intentionally blank.

### Grant Application – Additional Information

- III. Attachments – Please submit the following materials electronically, along with your electronic application:
- A. Detailed Organization Budget (current fiscal year)
  - B. Detailed Grant Budget - Provide an itemized Grant Budget Request clearly stating how the Grant monies will be used. Be specific giving actual costs while detailing items and services to be purchased. The total amount must show how the Grant will be used. Grant Request amount must not exceed half of applicant's current operating budget. Grant request for advertising, marketing and salaries in total must not exceed 20% of the grant amount. Grant request must not include ongoing operating expenses, rent or endowments.
  - C. Comparative financial statements (audited if available) for the most recent two-year period. For example, if you are applying for a grant in the year 2024, we require comparative financial statements for the years 2023 and 2022. These statements must include a Balance Sheet (a statement of Assets and Liabilities) and an Income Statement or Profit and Loss Statement.
  - D. Organization's current IRS Form 990 (dated no later than the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of your tax year)
  - E. Copy of 501 (c) (3) IRS letter approving your tax exempt status
  - F. Current list of Board of Directors (names, titles, and company)
  - G. Current list of staff and their positions

**All required application materials, including attachments, must be submitted via email as one PDF document.** Once your application is submitted, no revisions can be made.

Send completed application and required attachments in one PDF document to the following email: [Spotlightmiamifund@gmail.com](mailto:Spotlightmiamifund@gmail.com)

*If you have trouble sending your application, please contact Jessica Lancaster at (305) 218-4092.*

#### Important Dates:

- Deadline to submit application is **Tuesday, February 20, 2024 by 11:59 p.m. (with respect to all applying organizations, Spotlight Miami cannot make any exceptions for late applications).**
- Organizations selected for further consideration will be required to meet with Spotlight Miami Board and Grants Committee on **Tuesday, March 19, 2024** (30-minute, in-person interviews will be scheduled at a later date).
- Site visits to semi-finalist organizations will be scheduled for the week of **April 1, 2024.**
- Spotlight Miami Check Distribution Event will be held **Tuesday, May 7, 2024, 10:00 a.m. to 12:00 p.m.**

**Spotlight grants are for a one-year granting cycle. Grantees can reapply every three years (three full funding cycles must pass before reapplying). Spotlight Miami prefers to fund organizations that have little access to major giving, are an emerging charity, and for which our funds will have a big impact.**

*Spotlight Miami is blessed to consider partnering with you and your charity organization!*