



Phoenix Pride Volunteer Grant Requirements

Agency Requirements

Any agency wishing to receive funding from Phoenix Pride must meet the following requirements:

- Any beneficiary organization must have tax-exempt status under Section 501(c)(3) or (4) of the I.R.S. Tax Code and the organization must be actively engaged in providing direct client services to LGBTQ persons or in connection with a program to serve LGBTQ persons in Maricopa County, AZ.
- Once accepted, the beneficiary agency must maintain good financial health throughout the year, as determined by Phoenix Pride.
- In order to receive funding, each befitting agency must comply with the participation and funding requirements as set forth by the terms and conditions of the annual participation agreement and funding requirements.
- Should an Agency be selected for the Volunteer Grant Program, a minimum of (40) hours must be accrued between March 28 - April 4, 2017 by the agency's volunteer group.
- Upon application approval, the agency must send two (2) individuals to Volunteer Orientation OR hold a Volunteer Orientation led by the Phoenix Pride Volunteer Manager with your agency's volunteer group.
- Upon application approval, each volunteer provided by the agency shall commit and provide a minimum of four (4) volunteer service hours to the event, as tracked by the Phoenix Pride Volunteer Manager, for such hours to be eligible towards charitable credits. Charitable credits will be contributed based on a predetermined dollar per hour rate, dependent upon required responsibilities of said volunteer position.
- To provide public acknowledgement, via monthly newsletter, press release, e-news, website, or other such appropriate news venues, about the organization's participation in the Phoenix Pride Volunteer Program.
- Provide a Volunteer Schedule with volunteer names and phone numbers for event weekend (bring to Volunteer Orientation or coordinate with Phoenix Pride Volunteer Manager)

Eligibility Documentation*

To participate and receive funds in connection with the Phoenix Pride Festival or Rainbows Festival in 2017 the following information must be provided to Phoenix Pride.

- 2017 Participation Agreement.
- Description of your LGBTQ Program and how you will use the funding received from Phoenix Pride to support your LGBTQ Program. Be specific: Why the funding received is critical to the success of your LGBTQ Program, what would happen to your LGBTQ Program if you did not receive funding from Phoenix Pride?
- Approximate number of clients served by the LGBTQ program in 2016 (distinguish between duplicated and unduplicated clients). Please include gender and ethnic demographics, if available.
- Most recent Year-end Financial Statement.
- Final Budget for LGBTQ Program(s) in 2017 that this Grant would be used for.
- I.R.S. 501(c)(3) or (4) Determination Letter.
- Most recent I.R.S. Form 990 signature page or substantiation of meeting IRS requirements, if Form 990 is not required.

*Phoenix Pride reserves the right to request a more detailed accounting of agency expenditures for any funds provided by Phoenix Pride.



Event Participation Requirements

Each Agency must meet the minimum expectations below to receive funds generated from the Phoenix Pride Volunteer Grant Program:

- Active promotion of the Phoenix Pride Festival & Parade within your agency and among your supporters.
Provide a statement of how you plan to promote the Phoenix Pride Festival & Parade
- Active promotion of Rainbows Festival within your agency and among your supporters.
Provide a statement of how you plan to promote Rainbows Festival
- Nominate a Community member for the Phoenix Pride Spirit Awards.
- Link to Phoenix Pride placed on your website. **Provide the link URL.**
- Attend an Phoenix Pride Board meeting and present your LGBTQ Program to the Board of Directors, if requested.

2017 Penalty Matrix

Infraction	Penalty*
Member Application documents turned in after due date	15%
No-Show at Volunteer Orientation or No Meeting with Phoenix Pride Volunteer Manager	10%
Late or no Spirit Award Nominations	5%
(40) Volunteer Hour minimum not reached	25%

* Penalties are a percent of the grant determination.