

PHOENIX  PRIDE  
**COMMUNITY**  
Grants Program

Grant Application  
Guidelines



To submit questions or send a completed grant application, please email us at:

[grants@phoenixpride.org](mailto:grants@phoenixpride.org)

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# 1.0 LGBTQ IMPACT. POSITIVE OUTCOMES.

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## *INTRODUCTION*

Thank you for your interest in a Phoenix Pride Community Foundation (“Phoenix Pride”) grant.

Our grantmaking is very competitive and we are only able to fund a small percentage of the proposals that we receive. Before you apply, please review all the guidelines. It’s important to learn about changes and requirements for the application process. Go to [www.phoenixpridegrants.org](http://www.phoenixpridegrants.org) for more details, including the Frequently Asked Questions.

## *ABOUT PHOENIX PRIDE*

Phoenix Pride provides grants to nonprofit organizations and charities that share our commitment of helping our local LGBTQ community. At Phoenix Pride, we hold a powerful sense of community citizenship and responsibility. We recognize the importance of giving back to the communities in which we live and work.

Phoenix Pride is a nonprofit organization incorporated in the State of Arizona and is exempt from tax under Title 26 U.S.C. Section 501(c)(3) of the Internal Revenue Code.

## *MISSION STATEMENT*

Phoenix Pride unites, educates, and engages people and partners to support and empower the LGBTQ community and our current and future allies.

# 2.0 GUIDELINES

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Phoenix Pride makes funding decisions through a competitive, annual grantmaking process. Submission deadlines for grant proposals will be outlined in the F.A.Q. We support four focus areas for grantmaking:

## *HEALTH AND EDUCATION*

Supporting LGBTQ health and education programs in public education or through organizations that provide direct services to the LGBTQ community.

## *COMMUNITY DEVELOPMENT*

Development of programs and services that provide opportunities for LGBTQ community members through projects or community partnerships.

## *SOCIAL JUSTICE AND INCLUSION*

Supporting organizations that have a dedicated focus in the field of coexistence — the proactive embrace of diversity and difference.

## *LGBTQ ARTS, CULTURE AND HISTORY*

Supporting artistic, historical, or cultural experiences that enhance the LGBTQ community, or extend the benefit of the arts to organizations that support LGBTQ Arts, Culture and History.

## *DID YOU KNOW?*

*Contributions to Phoenix Pride are tax deductible!*

## 3.0 IMPORTANT CONSIDERATIONS

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*Grants awarded by Phoenix Pride are discretionary and may or may not be awarded.*

### **WHAT WE DON'T FUND**

Grants are not awarded to:

- Individuals
- Advertising, ticket events, or dinner programs
- Political causes or candidates
- Endowments or capital campaigns
- Debt retirement
- Organizations that discriminate on the basis of race, ethnicity, creed, religious affiliation, sexual orientation, gender identity, or national origin.
- Conferences, symposia, or related travel
- Activities, projects, or programs that will be completed before funding becomes available (i.e., no retroactive funding) charitable activities

### **OTHER FACTORS WE CONSIDER**

After first considering how strongly a proposal fits our mission and aligns with our core values, we then evaluate every grant request according to the following criteria:

- How is the organization serving the local community?
- Does the organization demonstrate sound fiscal management practices?
- Does the organization demonstrate impact and past success?
- Is a methodology described regarding how the organization will measure their success in achieving their goals?

### **GRANTEE REQUIREMENTS**

Please note that all grantees will be **REQUIRED** to submit an Impact Report.

- Co-branded materials and our “Phoenix Pride Community Grants Program 2018 Grantee” logo listed on your website with a hyperlink to our grants page for the year of the award and the following two (2) years.
- Must be a non-profit in the State of Arizona with proof of 501(c)3 status that serves or supports the LGBTQ community.
- The impact report should include what the grant funded, how many members attended/participated/engaged as a result, what could have been done differently and if the grant provided enough support to complete the entire objective sought out.
- The impact report due date depends on when the objective for obtaining the grant funding is completed. Once the objective has been executed, you have exactly 30-days to provide the impact report. We also welcome all pictures from the grant sponsored objective for showcasing in our newsletter and website. You grant permission to Phoenix Pride Community Foundation to use all pictures, impact reports and other materials, at our discretion, to publish in the public realm (i.e., website, social media, email correspondence, press release).



## 4.0 THE APPLICATION

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Because of our commitment to give back to the communities we serve, we ask that nonprofit organizations complete our online application. This application provides you, the grant seeker, an opportunity to highlight your organization's success and to describe how your mission and values align with those of Phoenix Pride. Through our own experiences, we know this work can be both challenging and transformative, and that it is an ongoing process. We thank you for your honest reflections.

The grant proposal should contain the following parts for consideration:

### *SECTION 1: CONTACT INFORMATION AND USER AGREEMENT*

These sections request basic contact information about the organization as well as our User Agreement.

### *SECTION 2: PROPOSAL INFORMATION SHEET*

A summary "Proposal Information Sheet."

### *SECTION 3: ORGANIZATION INTRODUCTION*

This section provides an open opportunity to introduce your organization through a cover letter. Consider how your organization aligns with the mission of the Phoenix Pride. Detail the populations served through your programs.

Highlight your work differs from other organizations doing similar work.

### *SECTION 4: COVER LETTER*

A cover letter on organizational letterhead, signed by your Chief Executive Officer (or equivalent), should accompany the proposal and match the date of the Proposal Information Sheet. The letter should include and clearly state the proposed use of the funds, the amount of funding sought, and the names and contact information of any collaborating institutions and individuals. The cover letter should also include reference to Phoenix Pride's Grantmaking Guidelines and state that the organization understands and will comply with these policies.

### *SECTION 5: REQUIRED DOCUMENTS*

The grant seeker must attach audited financials (or a year-end report with 6-months of bank statements leading up to the end of the year for smaller organizations) for the most recently completed fiscal year. A tax return or financial review is sufficient, but additional documentation may be requested.

You are also required to attach a list of your Board of Directors and a copy of your 501(c)(3) letter of determination from the Internal Revenue Service. Finally, if you wish, you can attach any descriptive material pertaining to your organization.

### *SECTION 6: PROPOSAL NARRATIVE*

In this section, the grant seeker should specify how the requested funds will be used. The need or issue addressed by the request should be described, as well as demographic information about the target population served. These statements should be focused, and not attempt to provide an in-depth introduction to the topic.

While the substance and form of narratives will vary based on the proposed project, all narratives should provide the following information (please note, the Foundation values concision and objectivity in proposal narratives):

- A clear and concise summary description of how the funds will be used
- Why it is important to the organization, its constituencies, and the field in which it operates, and the extent to which such activities are being addressed by other organizations in the field;
- A schedule describing the major activities to be carried out and the division of responsibilities for the different components of the project;
- A description of expected outcomes and benefits with the grant funds;

- A description of any financial difficulties or deficits the grantee has experienced in the last two years, if applicable;
- Phoenix Pride is committed to diversity and inclusion in all grant-making programs. Please describe how your organization defines and approaches diversity and inclusion, referring to its mission and operations, and please provide one or more examples of challenges and successes the organization has experienced. If the proposed grant is intended to address diversity and inclusion, please help us understand how.
- A statement indicating that the organization will provide a final report while also identifying the person(s) who will have responsibility for reporting, and describing the criteria to be used
- Statement on how the organization evaluates its program(s) and measures success

### *SECTION 7: BUDGET PROPOSAL*

The budget narrative should describe and justify the use of grant funds. Other supplementary materials, such as additional information on the financial position of the organization or proposed cost expenditures explanation may be requested by or as needed to explore the proposed work.

### *SECTION 8: ACKNOWLEDGEMENT*

Finalist may be requested to appear for a 10-Minutes (MAX) Presentation in front of the Phoenix Pride’s Board of Directors. By submitting a grant proposal to Phoenix Pride, you agree, upon request, to fulfill this requirement.

## 5.0 APPLY FOR A GRANT

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### *WHEN*

Following are the deadlines and approximate timeline for decision dates.

ANNUAL GRANT APPLICATIONS WILL OFFICIALLY OPEN UP MARCH 1, 2018. PLEASE VISIT OUR WEBSITE [WWW.PHOENIXPRIDEGRANTS.ORG](http://WWW.PHOENIXPRIDEGRANTS.ORG) FOR UPDATES.

### *CONTACTING US*

If you have questions after reading these guidelines, please first review the Frequently Asked Questions on our website. Then if your questions are not answered, please contact us by telephone or email.