

Grant Application Guidelines



To submit questions or request access to the grant application, please email us at:

grants@phoenixpride.org

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1. Introduction

About Phoenix Pride

Phoenix Pride provides grants to nonprofit organizations and charities that share our commitment to help the 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 to support and empower the LGBTQ+ community and our allies.

Grant Introduction

Thank you for your interest in a Phoenix Pride Community Foundation (“Phoenix Pride”) grant. Before you apply, please review all the guidelines. It is important to learn about updates and requirements for the application process.

2. Focus Areas

Phoenix Pride makes funding decisions through a selective, annual grant-making process. Submission deadlines for grant proposals will be outlined in the FAQs. We support five focus areas for grant-making. Each focus area has a maximum grant request of \$10,000 per recipient.

Health and Education

Supporting LGBTQ+ health and education programs 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 & Inclusion

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

LGBTQ+ Arts, Culture, & 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.

Housing & Provisions

Supporting organizations and programs that have a dedicated focus on providing shelter, food, and provisions to those in need.

3. Important Considerations

Grants awarded by Phoenix Pride are discretionary and may or may not be awarded. See the FAQs for additional details.

What We Do Not Fund

Grants are not awarded to:

- Individuals
- Advertising, ticket events, or dinner programs
- Political candidates
- Endowments or capital campaigns
- Debt retirement
- Organizations that discriminate based on 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)

Other Factors We Consider

After considering how strongly a proposal fits our mission and aligns with our core values, we then evaluate every 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

1. Co-branded materials and our “Phoenix Pride Community Grants Program 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.
2. Must be a non-profit in the State of Arizona with proof of 501(c)(3), 501(c)(4), or 501(c)(6) status that serves or supports the LGBTQ+ community.
3. All grantees will be REQUIRED to submit an Impact Report:
 - a. 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.
 - b. 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 thirty (30) calendar days to provide the Impact Report.
4. We also welcome all pictures from the grant-sponsored objective for showcase in our promotional materials. 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, etc.).

5. The Application

The grant application is located and completed online at <https://phoenixpride.org/communityfoundation/grants>. For more details, please see the Frequently Asked Questions (FAQs).

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.

The grant proposal contains the following requirements for consideration:

Contact Information

Basic contact information about the organization as well as our User Agreement.

User Agreement (Grant Application Disclaimer)

The requirements that applicants agree to and accept.

Organization Information and Required Documents

Basic information about your organization and the required supporting documentation:

1. IRS 501(c)(3), 501(c)(4), 501(c)(6)
2. W-9 Request for Taxpayer Identification Number and Certification
3. For organizations MORE than two (2) years old:
 - a. Organizational Budget – Current & Prior Year
4. For organization LESS THAN two (2) years old:
 - a. Organizational Budget – Current Year
5. Program Budget – the budget for which the grant is requested
6. Additional Supporting Documents (OPTIONAL BUT ENCOURAGED) – flyers, pictures, letters of support, etc. that share the importance of the requested funding.
PLEASE LIMIT TO 5 PAGES.

Organization Introduction & 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.

This is an open opportunity to introduce your organization and consider how it aligns with the mission of the Phoenix Pride. Detail the populations served through your programs and highlight how your work differs from other organizations doing similar work.

Proposal Narrative (3000 Characters)

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. Note, Phoenix Pride values concision and objectivity in proposal narratives.

While the substance and form of narratives will vary based on the proposed project, all narratives should provide the following information:

- 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.
- A description of how your organization defines and approaches diversity and inclusion, referring to its mission and operations, with 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.

Grant Category and Amount Requested

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 and/or proposed cost expenditures explanation may be requested by Phoenix Pride as needed to explore the proposed work.

Projected Outcomes (1000 Characters)

Identify the success criteria for this project and the measures for success for each criterion.

Confirm the name and phone contact for the person that will be responsible for submitting outcome evaluation.

Acknowledgement (E-Signature)

Finalist may be requested to appear for a short presentation in front of the Phoenix Pride Board of Directors. When submitting a grant proposal to Phoenix Pride, you agree, upon request, to fulfill this requirement.

6. Apply for a Grant

Submission & Decision

Submission Deadline: May 1, 2024

2024 GRANT APPLICATIONS WILL OPEN UP

MARCH 1, 2024. VISIT OUR WEBSITE FOR UPDATES.

Contacting Us

If you have questions after reading these guidelines, please review the Frequently Asked Questions (FAQs) at the end of this document. If your question has not been answered, please contact us at grants@phoenixpride.org.

We encourage all applicants to reach out for any guidance and questions you may have so we can help you through the process. Since we are looking for worthy organizations to support, we do not expect everyone to possess the knowledge to write a grant.

You may contact us at grants@phoenixpride.org.

The Phoenix Pride Community Grants program exists to support our LGBTQ+ community. Your application explains how you will make an impact in order to assist us in awarding funds to as many organizations as possible while ensuring accountability to our community.

7. Frequently Asked Questions

- #1 What is the deadline for submission? May 1, 2024
- #2 Is there a fee for applying? **NO.** Application submissions are free.
- #3 Can we apply for more than one category? **YES!** You may apply for up to two (2) of the four (4) focus areas listed on the grant application under “Guidelines.” **Each category submission is separate so please ensure you submit an application for each category selected.**
- #4 Is there a maximum grant amount? **YES!** The maximum grant per application for 2024 is \$10,000 for all categories.
- #5 What if we are having a challenging time aligning with the focus areas? There may not always be a “perfect fit”. Please align the application with the best focus area for the proposal.
- #6 Do we have to fit into every category? **NO.** Choose the category that most aptly fits your organization’s mission.
- #7 Do we have to provide everything requested in “Section 4” to be considered? **YES!** The documents and information must be submitted. There are no exceptions. **If anything is missing from the application submission, we will consider the application incomplete and ineligible for consideration.**
- #8 I am not a grant writer, and I do not know how to fill out the application. **THAT IS OK!** We don’t expect everyone to have grant writing experience. Do the best you can. We are looking for worthy organizations to support, not organizations with the best grant-writing ability.
- #9 When will I be notified if my application is approved? You will be notified on or before June 1, 2024.
- #10 Will I be notified if my grant application is not approved? **YES!** You will be notified on or before June 1, 2024, but no other details will be provided. We encourage everyone who submits a grant application to understand this is a very difficult process. With so many amazing opportunities submitted annually, our sub-committee made up of Board and community members have a-difficult time allocating resources.
- #11 If my grant is approved, when will I receive the money. The Phoenix Awards Ceremony on June 16, 2024 at Tempe Center for the Arts.
- #12 If approved, when does the Phoenix Pride grant logo Before the grant is awarded, Phoenix Pride must verify the logo is already present on your website.

need to appear on my
organization's website?