How to Apply for a Grant

A Step-by-Step Guide to Apply for Program Support Grants

THE COMMUNITY FOUNDATION
FOR NORTHEAST FLORIDA

Giving Back. Giving Forward.

Discretionary Grant Opportunities

Most of our grantmaking falls into two main categories: Program Support and support for Small Organizations. This guide explains how to apply for a Program Support grant. If you are interested in learning more about our Small Organization grant program, please visit our website.

Program Support ▼

Aging Adults

Grants of up to $25,000 for nonprofits that support aging adults or caregivers of aging adults.

Early Childhood

Grants up to $25,000 to support services to at-risk children under six years old in Duval County.

Food and Needs Insecurity

Grants ranging from $10,000 to $20,000 for organizations serving residents experiencing food and basic needs insecurity in Northeast Florida.

LGBTQ

Grants up to $10,000 for general program support for selected nonprofits with a primary mission to serve LGBTQ+ populations.

Putnam County

Grants ranging from $10,000 to $25,000 for one or two years to assist with improving the quality of life in Putnam County.

Supporting Neighborhoods

Grants up to $25,000 for nonprofits focused on strengthening neighborhood leadership, improving access to affordable housing, and/or expanding economic opportunity for marginalized residents of Northeast Florida.

Please make note of the deadlines found on our website and on the application form.
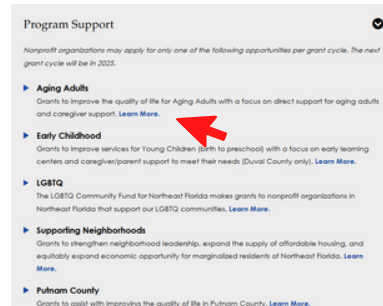
Beginning an Application

To begin an application from our website's homepage: Hover over GRANTSEEKERS **and click** Apply for Grants or Scholarships
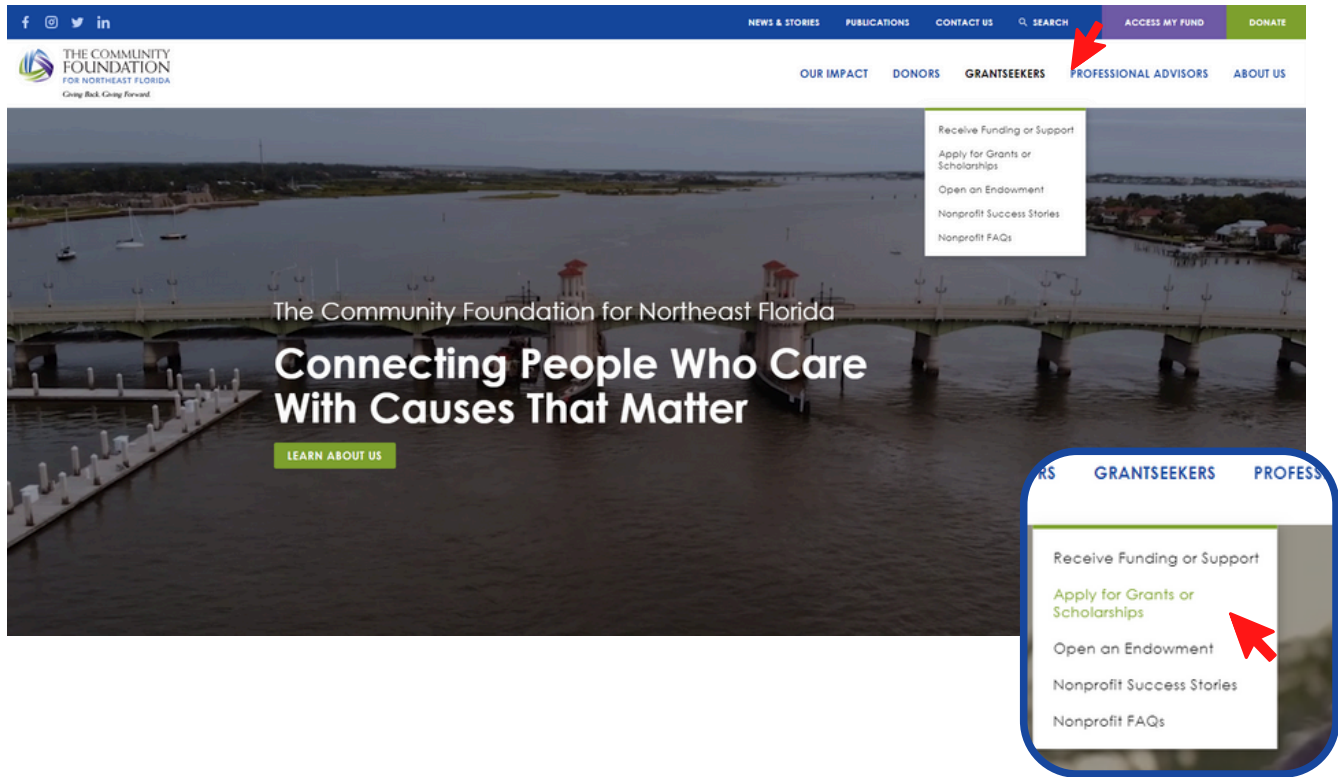
You will be taken to the Competitive Community Grantmaking page. Scroll down to find the Program Support grant opportunities. Click to expand, find your desired area, and click **Learn More**

Filling out an Application

Our application is a two step process:

1. The website link will direct you to the application to provide basic organizational information and project details
2. The application includes a link to a demographic survey on your organization's staff and board

Below are directions for completing both steps.

Step 1: Application Form

Upon clicking the apply button on our webpage, you will be directed to an application. You will be asked to fill out general information, organizational information, and key proposal elements.

A downloadable copy of the blank application is provided on the informational page at the beginning of the application for your convenience. This application is a draft and will not be accepted as an application submission. Applications must be submitted through the online portal. Click the link to download the document.

Priority will be given to projects that :

- Provide support for unmet basic needs (hunger, clothing, and other basic items)
- Support under-resourced children/youth (mentoring, enrichment activities, after-school supports)
- Build community (neighborhood improvement projects, community engagement with the goal of preserving neighborhood identity)
- Strengthen your nonprofit (training, planning, coaching)
- Support diversity, equity, and inclusion

We are not able to fund:

- Athletic associations
- Fundraising event sponsorships
- School-based organizations (PTAs, boosters, etc)
- Requests outside our region (must be in: Baker, Clay, Duval, Putnam, Nassau, St. Johns counties)

A downloadable copy of the blank application can be found here for printing or editing offline. This application is a draft and is provided for your convenience. Applications must be submitted through the online portal. We will not accept this document as an application submission.

In addition, our application requires uploading attachments. To upload a file, click the Choose File button and select the file from your computer to upload. If you choose the wrong file, there is also a Remove File button you may use.

Please upload a roster for your organization's Board of Directors *

Choose File | Remove File | No File Chosen

One of the required attachments is a budget sheet that must be completed. The template you'll need to fill out is accessed by a link within the application. You will need to click on the link and the template will automatically download to your computer. Then, fill out the template and follow the process for uploading attachments in the application

Required Attachments

Please download and complete the Project Budget Template at the following link: PROJECT BUDGET TEMPLATE. When complete, please upload as an attachment in the designated box below.

Please upload a copy of the Project Budget Template identified above. *

Choose File | Remove File | No File Chosen

This is a simple budget sheet showing any funding you have already secured for your work and program expenses.

If you have applied for funding and don't know the outcome, list it as pending with the date you expect to know. If you have not secured any and TCF request will support the entire project just write none. You will also include a list of expenses, indicating the amount of TCF funding supporting for each expense.

Ensure to add descriptions for each funding source and expense in the appropriate box. The worksheet will automatically total your revenue and expenses. Total Funding and Total Expenses should be equal.

Below is an example of the Project Budget Template.

Project Budget Template

Please list all funding sources (secured and unsecured) necessary to successfully complete the project or oprogram proposed in your application

Funding Source	Amount Secured	Amount Pending	Describe (include source and if pending, when you will know)
The Community Foundation Request			
Other Foundations/Corporate			
Government Grants			
Individual Contributions			
Special Events/Fundraisers			
Fees, Membership, and Earned Income			
Other			
Other			
Total Revenue:	$ -	$ -	

Please list the expenses and mark those for which you are requesting Community Foundation funds.

| Program/Project Expense	Total Budget	TCF Request	Describe
Total Expenses:	$ -	$ -	

Each page has a *Save and Resume Later* button. When utilizing the save function, you will be given a link in which to return.

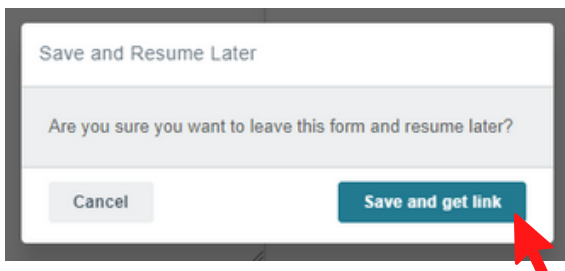**Please note: The link expires after 30 days and we cannot retrieve this link if you lose it.**

You may save a partially completed application. Click "Save and Resume Later" below, and you will be given a link in which to return. Be sure to click the button to have an email sent to you that contains the link. When you are ready to revisit the application, simply click on the link. If you make changes to the form, re-save and you will receive a new link. Do not upload any attachments until you are ready to submit, as they will not be saved with your draft.

Upon clicking the submit button below, you will be taken to a Demographic Survey. This survey is step two of the application process and is required for your application to be considered complete.

Save and Resume Later

PROGRESS

NEXT »
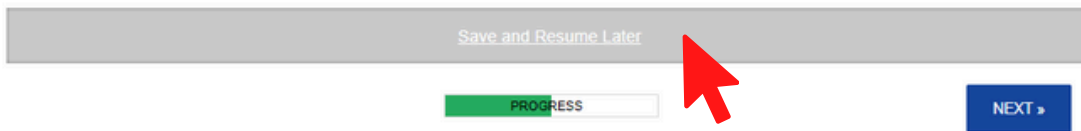
Be sure to click the button to have an email sent to you that contains the link and/or copy and paste the link to save in a safe place. Without the link, you cannot access your saved application. Each time you use the Save function, a new link will be provided.

Save and Resume Later

Are you sure you want to leave this form and resume later?

Cancel   Save and get link

This is important: Attachments will **not** be saved when using the Save function- we recommend saving all attachments in a folder on your computer and attaching at the end when you are ready to submit

Save and Resume Later

Please copy the link below and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form. Upon visiting this save and resume link, signatures and file uploads will need to be resubmitted.

Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.

https://jaxcf.formstack.com/forms/small_org_grants23?i-12064716-9aDfLMba0K

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

your_email@sample.com

Send save and resume link

You will have the opportunity to review your entire application prior to submitting. This is a good time to print your document or save for your records. **Please remember to click the submit button at the bottom of the page to fully submit.**
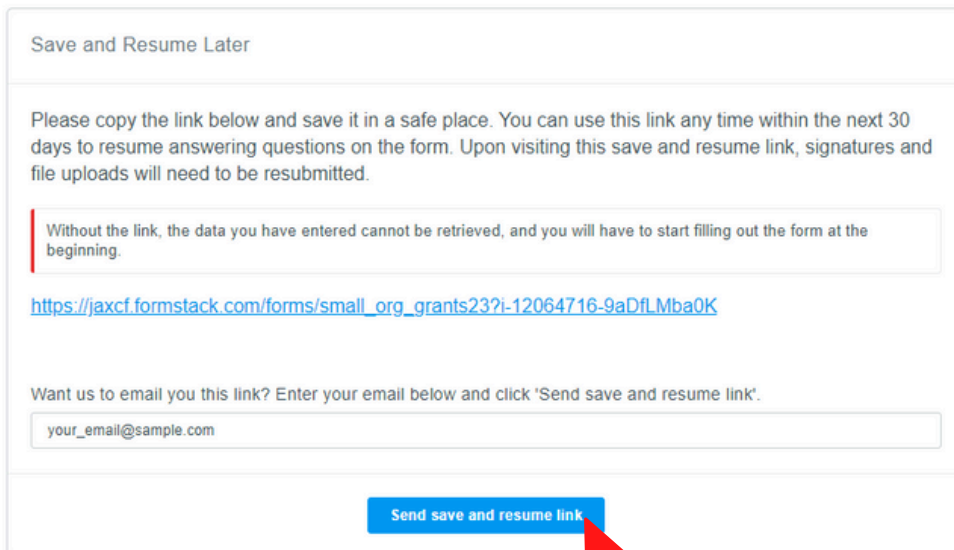
Upon clicking the submit button below, you will be taken to a Demographic Survey. This survey is step two of the application process and is required for your application to be considered complete.

Save and Resume Later

« PREVIOUS   PROGRESS   SUBMIT FORM

You will receive a confirmation email containing your submitted application. Ensure to check your spam folder if have not received a confirmation email within 10 minutes of submitting. Please note that the confirmation only verifies that your application has been submitted. It is not a confirmation of completeness.

Step 2: Demographics Survey

Upon clicking the submit button, you will be taken to a Demographic Survey. This survey is step two of the application process and is required for your application to be considered complete.

We would like to better understand your workforce and leadership. The data collected will serve multiple purposes: to help us understand how our grants reflect the communities we support, to equip our staff with critical data to better serve the needs of our communities, and to track our progress with our Board and our grantees and communities. This information will not be used to inform grant decisions, it is purely for surveying purposes.

The survey asks you to report on how the Executive Director/CEO of your organization, your Board, and any paid staff members publicly self-identify.

Executive Director/CEO

How does the Executive Director/CEO publicly self-identify? *
- ○ Asian American/Pacific Islander/Asian
- ○ Black/African American/African
- ○ Hispanic/Latino/Latina/Latinx
- ○ Native American/American Indian/Indigenous
- ○ White/Caucasian/European
- ○ Multi-racial/Multi-ethnic (two or more races or ethnicities)
- ○ Different identity
- ○ Prefer not to disclose

Publicly self-identify means how the person would identify themselves in each category

How does the Executive Director/CEO publicly self-identify? *
- ○ Female
- ○ Gender nonbinary/Genderqueer/Gender non-conforming
- ○ Male
- ○ Prefer not to disclose

Governance

It is important the number you report (indicated by the blue arrow) matches the total number automatically calculated (indicated by the green arrows)

Please list the number of people on your Governing Board: *

[   ] ⬅

Race & Ethnicity

How many of your Board members publicly self-identify as:

Asian American/Pacific Islander/Asian: *	Black/African American/African: *	Hispanic/Latino/Latina/Latinx: *
0	0	0

Native American/American Indian/Indigenous: *	White/Caucasian/European: *	Multi-racial/Multi-ethnic (two or more races or ethnicities): *
0	0	0

Different identity: *	Prefer not to disclose: *
0	0

Total Number of Board Members

[0] ⬅

This total is calculated using the sum of the responses provided above.

☐ We do not collect data on our Board's race and ethnicity

Gender Identity

How many of your Board members publicly self-identify as:

Female: *	Gender nonbinry/Genderqueer/Gender non-conforming *	Male: *
0	0	0

Prefer not to disclose: *

[0]

Total Number of Board Members

[0] ⬅

This total is calculated using the sum of the responses provided above.

☐ We do not collect data on our Board's gender identity

⬆

If your organization does not collect demographic information or the information is unknown, leave 0 in the fields and check the box to indicate that you do not collect this data.

If your organization does not have paid staff or is volunteer run, please indicate 0 in all fields in the Staffing section

Staffing

Please list the number of people on your staff: *

[ ] ⬅

If your organization does not have paid staff or is volunteer run please indicate 0 in all fields below

Race & Ethnicity

How many of your staff members publicly self-identify as:

Asian American/Pacific Islander/Asian: *	Black/African American/African: *	Hispanic/Latino/Latina/Latinx: *
0	0	0

Native American/American Indian/Indigenous: *	White/Caucasian/European: *	Multi-racial/Multi-ethnic (two or more races or ethnicities): *
0	0	0

Different identity: *	Prefer not to disclose: *
0	0

Total Number of Staff

[0] ⬅

This total is calculated using the sum of the responses provided above.

☐ We do not collect information on our staff's race and ethnicity

Gender Identity

How many of your staff members publicly self-identify as:

Female: *	Gender nonbinary/Genderqueer/Gender non-conforming *	Male: *
0	0	0

Prefer not to disclose: *

[0]

Total Number of Staff

[0] ⬅

This total is calculated using the sum of the responses provided above.

☐ We do not collect data on our staff's gender identity

Again, it is important the number you report (indicated by the blue arrow) matches the total number automatically calculated (indicated by the green arrows)

Upon successful completion, you will receive this submission message. If you do not receive this message, you have not fully submitted the survey and your application is considered incomplete.

Thank you for submitting your Demographic Survey. Your application is now considered complete.

If you have any questions regarding your submission, please contact Reagan Bass at rbass@jaxcf.org.

Deadlines

Please, pay attention to the deadline found on our website and the application, there will be no exceptions made. All materials, including the application and the demographic survey, must be received by the deadline. We urge you to NOT to wait until the final hours to apply in case you have difficulty submitting and need assistance from Foundation staff.

Technical assistance appointments are available beginning a week after the application opens.

Click the button below to request an appointment

Request a technical assistance appointment

Here to Help

Amy Crane
Vice President,
Program & Initiatives

James Coggin
Senior Director,
Grantmaking and
Impact Investing

Janet Allen
Program Director

Amy Palmer
Program Director

Reagan Bass
Program Officer

Olivia Rearick
Program Assistant

The Program Staff is here to listen and answer your questions.

We are looking forward to reviewing your requests.