



## **COMMUNITY FUNDING PROGRAM REQUEST FOR PROPOSAL**

### THIS IS ZONTA:

#### Zonta Mission Statement:

**"Zonta International is a leading global organization of professionals empowering women worldwide through service and advocacy"**

Since 1919, Zonta members have worked to improve the legislative, political, economic, educational, health and professional status of women throughout the world.

One Woman at a time;

One Community at a time.

Zonta International envisions a world in which women's rights are human rights and every woman is able to achieve her full potential. In such a world, women have access to all resources and are represented in decision making positions on an equal basis with men. In such a world, no woman lives in fear of violence.

Zontians volunteer their time, talents and energy to local and international service projects that are designed to empower women.

The Zonta Club of Anchorage takes great pride in being part of a legacy of progress and perseverance.

WHO MAY APPLY: Non-profit organizations whose organizational Mission Statement and/or whose Program for which funding is requested meet the Zonta Mission Statement, and who have an organizational infrastructure.

APPLICATION: Requests to \$5,000.00 can be made. Requests must be submitted on the Zonta Club of Anchorage Funding Request Application form. Applications are available from the Zonta Club of Anchorage by mail to Zonta Club of Anchorage, P.O. Box 241305, Anchorage, AK 99524-1305; by downloading from [www.zonta-ak.org](http://www.zonta-ak.org) or by email to [melbrown@mtaonline.net](mailto:melbrown@mtaonline.net).

The Zonta Club of Anchorage has a small fund for helping individual women entering the work force who need supplies; i.e. sturdy shoes, smocks, or fees for tests. Please keep this in mind for your clients.



PROPOSALS DUE: Proposals must be received by **March 31, 2019**, for consideration in the 2018 fiscal year. Submitting your proposal prior to the deadline allows us to contact you should we have questions or need additional information before the review process. Please mail proposals to the post office box listed above. Electronic forms can be sent to [melbrown@mtaonline.net](mailto:melbrown@mtaonline.net).

REVIEW PROCESS: The Executive Board of Zonta Club of Anchorage will review applications for eligibility. All eligible requests will be submitted to the general membership for final approval. Results will be announced in May. Organizations requesting \$1,000.00 or more will need to submit the organization's annual report or upcoming fiscal year budget, as well as an outline of the organization's officers.

LETTER OF AGREEMENT: Successful applicants who are granted \$1,000.00 or more will be required to sign and return a letter of agreement with an outline of any public relations efforts to be undertaken that will include the Zonta Club of Anchorage.

FINAL EVALUATION: Successful applicants are required to submit a final summary within 60 days of the end of their fiscal year outlining how the funds were used and any copies of publicity recognizing the Zonta Club of Anchorage.

CONTACT:

Melanie Brown, President  
Attention: RFP  
The Zonta Club of Anchorage  
P.O. Box 241305  
Anchorage, AK 99524-1305  
(907) 863-4603  
email: [melbrown@mtaonline.net](mailto:melbrown@mtaonline.net)

**ZONTA CLUB OF ANCHORAGE  
COMMUNITY SERVICE AND FUNDING PROGRAM  
FUNDING REQUEST APPLICATION - 2019**

**GENERAL INFORMATION**

Please list the full name of your organization:

\_\_\_\_\_

EIN# (if applicable) \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Please list the mission statement of your organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AMOUNT REQUESTED:**    \$ \_\_\_\_\_

If selected, how will the funds be used? (please provide additional pages as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ORGANIZATIONAL INFRASTRUCTURE:** Be prepared to provide documentation upon request.

1. The organization certifies that it:

- Yes  No Does an annual review of its authorizing documents (Articles of Incorporation, By-laws, Mission Statement)
- Yes  No Adheres to written policies concerning fiscal procedures
- Yes  No Maintains written policies concerning staff qualification and evaluation and administrative duties
- Yes  No Maintains written policies concerning public access, conflict of interest, and commercial relationships.
- Yes  No Conducts regular board and/or membership meetings.

I certify that the information contained in this application, including all attachments and supporting material, is true and correct.

Please print the name of the person completing this form: \_\_\_\_\_

Signature of above named person: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_

I acknowledge the submission of this application to the Zonta Club of Anchorage and authorize any investigation of the enclosed information as required to verify authenticity for reward consideration.

Please print the name of the signing officer: \_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_