



Winter 2010

Dear Neighbor,

Thank you for your interest in applying for a non-profit community grant with Anat Kah. We are very excited to work collaboratively with you to help make Puerto Aventuras a better place for everyone to live, work and visit.

Attached is the grant application form. When completing your application, please keep the following things in mind:

- The application form is very detailed, but don't be scared! Do the best that you can and please ask for help if you need any assistance in filling out the form or in clarification on any of the questions. If you do have any questions, or would like assistance with filling out the form, please call or email Christina Alexander ([christina@fcrivieramaya.org](mailto:christina@fcrivieramaya.org) and 984-105-0719).
- The application does not need to be typed. However, if you would like to complete it in word, just click in the grey box following each question and type away!
- Anat Kah accepts applications throughout the year, and will be making grant payments to selected organizations and projects twice a year. If you propose a project/service and are approved for partial funding, we will keep your request on file and may consider your request for additional funds in the following cycle.

When you have completed your request form, please call or email Christina Alexander (contact information below) to arrange to drop off the request, or the application can be scanned and emailed to Christina.

Thank you again for your interest in working with Anat Kah, we look forward to reading your proposal!

Christina Alexander  
Founder, Anat Kah, A.C.  
984.105.0719  
[christina@fcrivieramaya.org](mailto:christina@fcrivieramaya.org)



## Grant Application Form

### ORGANIZATIONAL INFORMATION

Name of organization

Address

Phone      Fax      Web site

Name of the Director of the organization

Title      Phone      E-mail

Name of contact person regarding this application

Title      Phone      E-mail

Is your organization a registered A.C. in Mexico?

Yes     No

If no, is your organization a public agency/ unit of government?

Yes     No

Is your organization a registered 501 (c)(3) in the United States?

Yes     No

Is your organization a "Donataria Autorizada" in Mexico?

Yes     No

### PROPOSAL INFORMATION

Request is for:       Funds     Volunteers     In-kind donations (materials, etc.)

Please give a 2-3 sentence summary of request:

Population served:

Geographic area served:

If seeking funds, there are being requested for:

Administration       Direct programming/service     Staff     Scholarships

Technical support     Materials       Other (please specify):

Proposed project start date:

Proposed project end date:

## BUDGET SUMMARY

Peso amount requested:

\$

Minimum amount necessary to partially fund request:

\$

Total annual organization budget:

\$

Total project budget (if applicable):

\$

## PROPOSAL NARRATIVE

### **I. Organization Information**

1.) Brief summary of organization history, including the date your organization was established:

2.) Please state your mission &/or vision if these have been established:

3.) Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization:

4.) Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?

5.) Number of board members, full-time paid staff, part-time paid staff and volunteers.

**II. PURPOSE OF GRANT**

<b>Specific activities for which you seek funding &amp;/or non-monetary support</b>	<b>Who will carry out these activities?</b>	<b>Time frame in which these activities will take place:</b>	<b>Objectives or ways in which you will meet the goal(s):</b>
1.			
2.			
3.			
4.			

5.) How will the proposed activities benefit the community? Be as clear as you can about the impact you expect to have.

6.) Long-term funding strategies (if applicable) for sustaining this effort:

## EVALUATION

1.) Please describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.

2.) How will you measure (quantitatively &/ or qualitatively) these changes?

3.) If approved for funding &/or non-monetary support do you agree to submitting timely mid-term and final grant progress reports? (Forms will be provided)  Yes  No

## ATTACHMENTS

### Required:

1. Organization budget for current year, including income and expenses.
2. Project budget, including income and expenses.

### If applicable:

3. Additional funders. List names of corporations and foundations from which you are requesting funds, with peso amounts, indicating which sources are committed or pending.
4. List of board members and their affiliations.
5. Brief description of key staff, including qualifications relevant to the specific request.
6. A copy of your current Mexican A.C documentation and/or documentation indicating a tax-exempt 501(c)(3) status.

### Name of person submitting this application:

**Title:**            **Phone:**            **E-mail:**

**Signature:** \_\_\_\_\_

**For Office Use Only**

Grant Request Number:

Anat Kah Director Recommendation:

Anat Kah Advisory Committee Recommendation:

Further information needed:

Request Approved:

\_\_\_\_\_ No

\_\_\_\_\_ Yes

Amount Approved \$ \_\_\_\_\_

\_\_\_\_\_ full amount of request \_\_\_\_\_ partial amount of request

Funds currently available with Anat Kah? \_\_\_\_\_ yes \_\_\_\_\_ no

If no, describe plan to gather funds:

Non-monetary support approved (if applicable):

Date of grant disbursement: \_\_\_\_\_

Date mid-term report due: \_\_\_\_\_

Date annual/final report due: \_\_\_\_\_

Signature of Anat Kah Director: \_\_\_\_\_ Date: \_\_\_\_\_