



# How to Apply for a Small Organization Grant

A Step-by-Step Guide



THE COMMUNITY  
FOUNDATION  
FOR NORTHEAST FLORIDA

*Giving Back. Giving Forward.*

# Small Organization Grant Opportunity

The Community Foundation invests in small and grassroots nonprofit organizations making a big impact. Grants are considered for community projects and to help organizations become stronger. These are one time grants and are not meant to support recurring requests.

Request can be made for up to \$2,500.



## Small Organizations

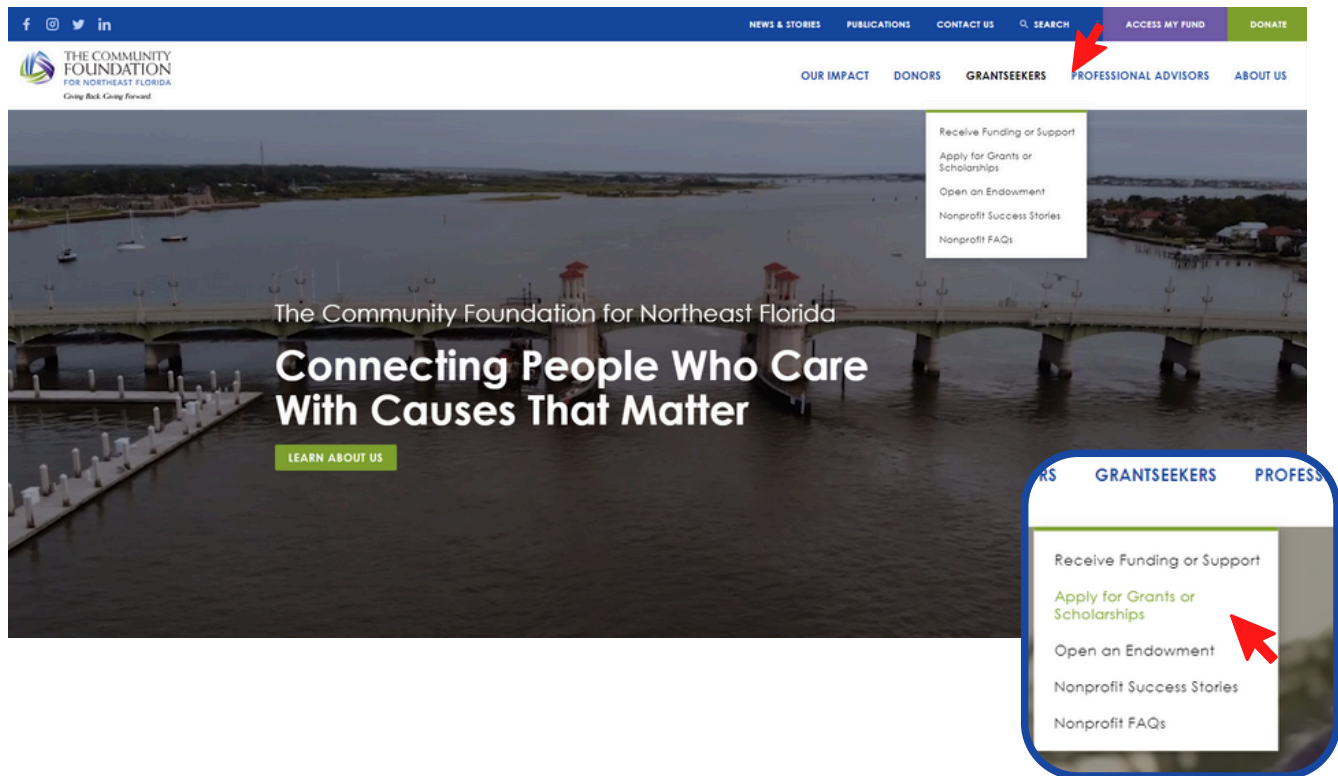
Support for small organizations with budgets of \$150,000 or less. Funding can support strengthening organizations and program development.

Grant size: Up to \$2,500.

**Please make note of deadlines found on our website and on the application form.**

# Beginning an Application

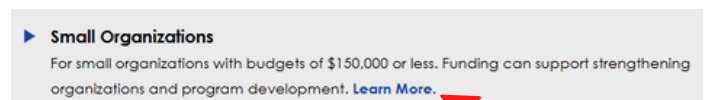
To begin an application from our website's homepage: Hover over [GRANTSEEKERS](#) and click [Apply for Grants or Scholarships](#)



You will be taken to the [Competitive Community Grantmaking](#) page. Scroll down and expand the Program Support heading to find Small Organizations. Click [Learn More](#)

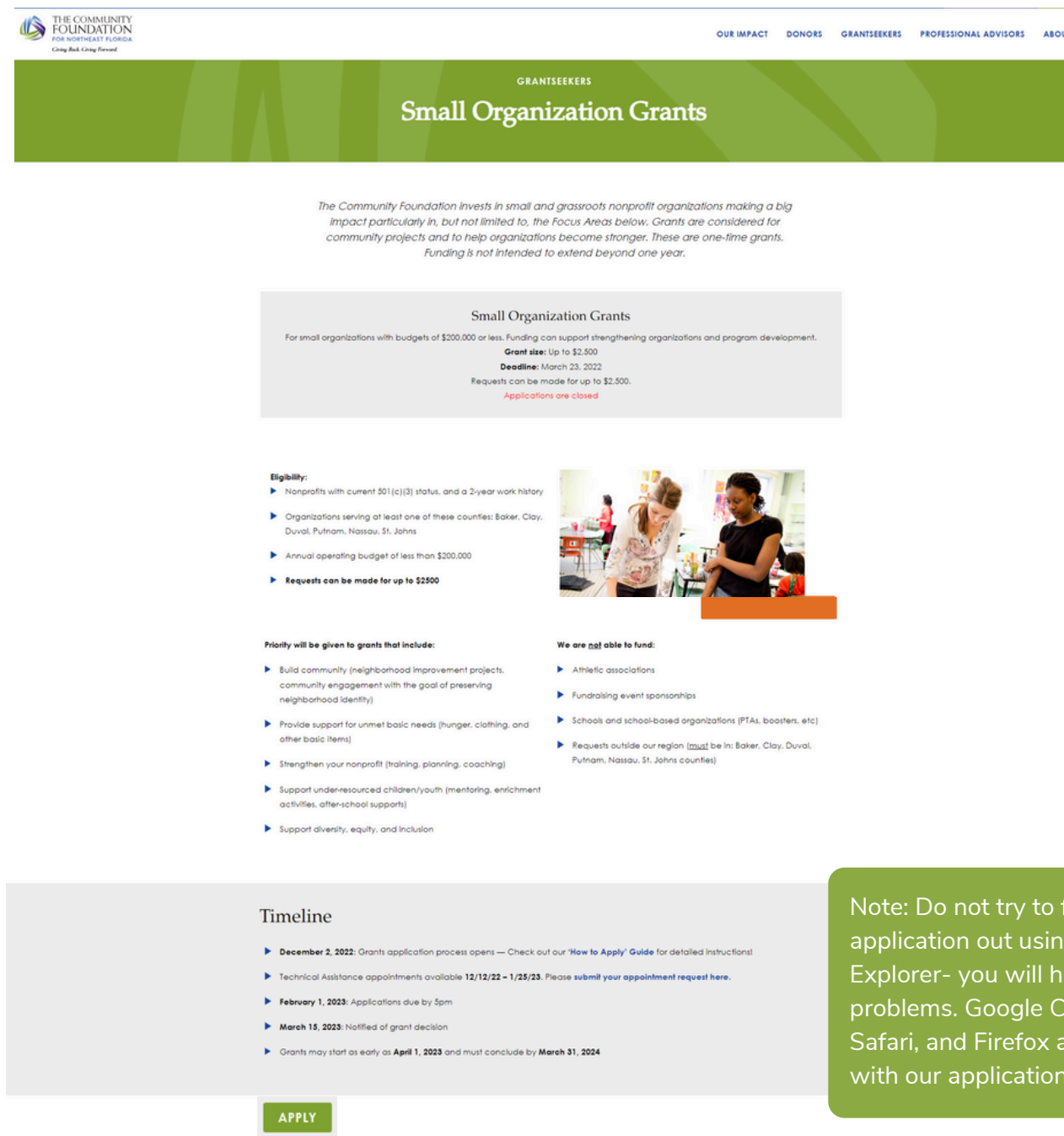


*The Community Foundation accepts grant applications for a variety of funding opportunities. Each category or focus has different guidelines and timelines. We also have a limited number of scholarships to help current and future students to pursue undergraduate and graduate education, professional development and other educational enrichment opportunities.*



You will be taken the [Grants to Support Small Nonprofit Organizations](#) page. Click the [Apply](#) button to enter the application. We only accept electronic applications.

\*Below is an example for tutorial purposes only. Please consult the website or application form for the most up to date information.



**THE COMMUNITY FOUNDATION FOR NORTHEAST FLORIDA**  
Going Back. Going Forward.

OUR IMPACT | DONORS | GRANTSEEKERS | PROFESSIONAL ADVISORS | ABOUT

## GRANTSEEKERS

### Small Organization Grants

*The Community Foundation invests in small and grassroots nonprofit organizations making a big impact particularly in, but not limited to, the Focus Areas below. Grants are considered for community projects and to help organizations become stronger. These are one-time grants. Funding is not intended to extend beyond one year.*


#### Small Organization Grants

For small organizations with budgets of \$200,000 or less. Funding can support strengthening organizations and program development.

**Grant size:** Up to \$2,500  
**Deadline:** March 23, 2022  
Requests can be made for up to \$2,500.  
**Applications are closed**

**Eligibility:**

- ▶ Nonprofits with current 501(c)(3) status, and a 2-year work history
- ▶ Organizations serving at least one of these counties: Baker, Clay, Duval, Putnam, Nassau, St. Johns
- ▶ Annual operating budget of less than \$200,000
- ▶ Requests can be made for up to \$2500



**Priority will be given to grants that include:**

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

**We are not able to fund:**

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

#### Timeline

- ▶ **December 2, 2022:** Grants application process opens — Check out our [“How to Apply” Guide](#) for detailed instructions!
- ▶ Technical Assistance appointments available **12/12/22 – 1/25/23**. Please [submit your appointment request here](#).
- ▶ **February 1, 2023:** Applications due by 5pm
- ▶ **March 15, 2023:** Notified of grant decision
- ▶ Grants may start as early as **April 1, 2023** and must conclude by **March 31, 2024**

**APPLY**

Note: Do not try to fill the application out using Internet Explorer- you will have problems. Google Chrome, Safari, and Firefox all work fine with our application.



This button will take you directly to the application from the webpage.

# 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.

- Request can be made for up to \$2,500

### 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 an attachment. 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 \*

No File Chosen



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. 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](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 message shown on the screen verifying your application has been fully submitted. Additionally, you will receive a confirmation email. 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
- ☐ Decline to state

How does the Executive Director/CEO publicly self-identify? \*

- ☐ Female
- ☐ Male
- ☐ Gender nonbinary/Genderqueer/Gender non-conforming
- ☐ Decline to state

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

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

### Governance

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: \*

Native American/American Indian/Indigenous: \*

White/Caucasian/European: \*

Multi-racial/Multi-ethnic (two or more races or ethnicities): \*

Different identity: \*

Decline to state: \*

Total Number of Board Members



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

### Gender Identity

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

Female: \*

Male: \*

Gender nonbinary/Genderqueer/Gender non-conforming: \*

Decline to state: \*

Total Number of Board Members



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



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: \*

Native American/American Indian/Indigenous: \*

White/Caucasian/European: \*

Multi-racial/Multi-ethnic (two or more races or ethnicities): \*

Different identity: \*

Decline to state: \*

Total Number of Staff



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

### Gender Identity

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

Female: \*

Male: \*

Gender nonbinary/Genderqueer/Gender non-conforming: \*

Decline to state: \*

Total Number of Staff



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

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](mailto:rbass@jaxcf.org).

## Deadlines

Please, pay attention to the deadline found on our website and the application, there will be no exceptions made. 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



Janet Allen  
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.