

# ***UNICO Greater Orlando Chapter***

*7013 Windy Palm Way  
Windermere, FL 34786-6845*

## **GRANT APPLICATION FORM \$1,000 or Less**

### **Instructions**

- **Please type using typeface no smaller than 10 points and single space all grant requests.**
- **Please answer all of the questions in the order listed.**
- **Please use headings as provided.**
- **Please submit only one copy.**
- **Please do not include any materials other than those specifically requested at this time.**
- **Please do not send videotapes.**

**Applications are accepted for consideration 60 days prior to Board meetings held in March and July/August each year. The Board may also come together to consider grant requests outside of the normal schedule at the request of the Chapter President.**

**Incomplete applications will not be considered.**

### **I. Cover Sheet**

**UNICO Greater Orlando Chapter  
President Email: [joescalo324@gmail.com](mailto:joescalo324@gmail.com)**

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Date of application: \_\_\_\_\_

Legal name of organization to which grant would be paid.

\_\_\_\_\_

Purpose of grant:

\_\_\_\_\_

\_\_\_\_\_

Address of organization: \_\_\_\_\_

\_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person:

\_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit? (yes/no): \_\_\_\_\_

If no, what is your IRS designation? \_\_\_\_\_

Grant request: \$ \_\_\_\_\_

Check one:

General support  \_\_\_\_\_

Name of program: \_\_\_\_\_

Total organizational budget (current year): \$ \_\_\_\_\_

Total project budget \$ \_\_\_\_\_

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UNICO Greater Orlando Chapter use only:

Certified to Completeness: \_\_\_\_\_

UNICO Greater Orlando Chapter Secretary

**II. Narrative – 5 pages maximum**

UNICO Greater Orlando Chapter  
President Email: [joescalo324@gmail.com](mailto:joescalo324@gmail.com)

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## **A. Introduction and Background of Organization**

- 1. Brief description of history and mission**
- 2. Describe your current programs and activities**
- 3. Who is your constituency. How they are actively involved in your work and how do they benefit from this program and/or your organization?**

## **B. Funding Request – Please describe the program**

- 1. You're applying for general support, briefly describe how this grant would be used.**

## **C. Evaluation – Describe your plan for evaluating the success of your program.**

- 1. What questions will be addressed?**
- 2. Who will be involved in evaluating this work – staff, board, population, others?**
- 3. How will the evaluation results be used?**

## **III. Attachments**

### **A. Financial Information**

- 1. Most recent financial statement, audited if available.**
- 2. Operating expense budget.**
- 3. A list of foundation and corporate supporters with amounts received for your current and most recent fiscal year.**

### **B. Other**

- 1. A copy of your most recent IRS letter indicating your agency's tax exempt status if your corporation is a 501c3.**
- 2. A list of your Board of Directors, with their affiliations.**