

## **Greater Fort Myers Chamber of Commerce Foundation, Inc. Educational Grant Guidelines**

The Greater Fort Myers Chamber of Commerce Foundation, Inc. offers grants to not-for-profit organizations or educational facilities for programs that have a broad, direct impact on the community and its residents for the development of skills necessary to lead the community in its economic and social growth. The Foundation reserves the right, if so desired, to publicize projects funded.

- I. Grant requests must be submitted using the Foundation's Application Form and must include:
1. A concise description of the program
  2. The number of youth/adults who will benefit from the program.
  3. The time frame of the program i.e. one time only or ongoing program.
  4. Budget for program, amount requested from the Foundation and if funding is requested or received from other sources.

Note: Funding may not be used to subsidize the general operating budget, for salaries/compensation or transportation.

II: Dollar amount of grants to be awarded:

1. The majority of grants will be for \$500 or less.
2. Requests for over \$500 and up to \$2,500 should be for an ongoing project or one of a wider sweeping scope, both of which should reach a vast number of youth/adults. Such requests must be well documented by demonstrated need and anticipated benefits. .
3. An organization, other than a public school, requesting a grant over \$500 must be a member of the Greater Fort Myers Chamber of Commerce Inc.

III: Application timeline:

1. Applications will be considered on the calendar quarter.
2. Applications must be submitted prior to March 31, June 30, September 30 and December 31.
3. Applicants will be notified of the Foundation's decision within thirty (30) days following the end of the quarter.

Applications should be directed to:

Colleen DePasquale, Executive Director  
Greater Fort Myers Chamber of Commerce Foundation, Inc.  
Post Office Box 9289  
Fort Myers, Florida 33902  
239-332-3624 FAX 239-332-7276  
E mail: Admin@fortmyers.org

**Greater Fort Myers Chamber of Commerce Foundation, Inc.**  
**Education Grants Application**

Please complete the following in its entirety keeping answers brief. **All requests must be completed on this form**, which may be downloaded from the Chamber website **fortmyers.org**, or may be duplicated.

1. Name of educational facility or organization \_\_\_\_\_  
\_\_\_\_\_
2. Contact person \_\_\_\_\_
3. Address \_\_\_\_\_
4. Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_
5. Concise description of project for which funding is requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Age group/grade level of participants \_\_\_\_\_ Number participants \_\_\_\_\_
7. Check timetable for project: /\_\_\_/ 3 to 6 months; /\_\_\_/ 6 to 12 months; /\_\_\_/ current school year,  
/\_\_\_/ ongoing for one or more years.
8. Total budget for project \$ \_\_\_\_\_ (must attach **one page** budget)
9. Amount requested from the Chamber \$ \_\_\_\_\_
10. Has other funding been applied for? /\_\_\_/Y /\_\_\_/ N (if yes, specify from where and amount)  
\_\_\_\_\_

If awarded a grant, I agree to submit a written report summarizing the results of the project within sixty (60) days of completion.

\_\_\_\_\_ Signature \_\_\_\_\_ (date)  
Print Name

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