Anna Maria Island Chamber of Commerce
Request for Non-Profit/Not-For-Profit
Contribution To Be Awarded January 2027

Please make certain to read the Proposal Instructions before you begin. Please check the specific guidelines developed by the grantor before completing this form. Completed Request for Non-Profit/Not-For-Profit Contribution must be submitted in a type written format for legibility. The information responding to each item below should be numbered with the associated number from below. It is not necessary to use a new page for each item.

Request to: Save the Trolley - Giving Back 2026 Grant

PART 1: GENERAL INFORMATION

Organization Name: _____

Date of Submission: _____ **Contact Person:** _____

Phone Number: _____ **Email:** _____

PART II: PROJECT/PROGRAM DETAILS

1. Funding request should be for no more than one project/program. Please provide a detailed description for what or how the funding will be used: (this should be short and concise).

2. Describe the community need your project/program will be addressing (what is the issue or what research supports your request):

3. How many clients do you plan to reach?

4. What are the main objectives of the project/program?

5. Timetable and/or work plan for the project (please include start and ending dates if known):

6. How will the project/program be evaluated?

7. What partners do you have for this project/program?

8. Amount of funding requested*: (Please note that receiving funds from the Trolley Grant Award program precludes the awardee from using those funds toward another type of contribution. All funds awarded by this grant must be used by the awardee.)*

9. Total cost of project (if amount is more than requested):

10. If your project/program will cost more than you are requesting, indicate how you will fund the balance. (Indicate any in-kind support, other grants applied for, and/or funds already received on your project/program. (A budget may be requested, but is not necessary at this time):

11. A copy of your 501(c) must be provided at the time this request for grant is submitted along with a listing of your Board and staff.

12. Your proposal must be signed and dated by the Board Chair, President or Executive Director.

13. Grantee is required to provide documentation of how grant was utilized and its success within 6 months of receiving grant.

Form Instructions

This document will provide tips and strategies for writing your proposal to apply for the Save the Trolley- Giving Back Request for Non-Profit/Not-For-Profit Contribution.

Take the time to do your homework. Your proposal should meet the stated guidelines in areas such as adhering to deadlines, fully responding to all areas of the request for contribution and being available for clarification, should it be necessary.

If your receipt of monies is slated for a specific project, please make certain to indicate that the monies are to be utilized for a special purpose. Information on the special project or purpose should be provided in detail.

Clarification of Terms

501(c) - This is the section of the IRS (Internal Revenue Service) Code that defines organizations as not-for-profit organizations with tax exempt status by reason of charitable activities and purposes. The IRS provides a Letter of Determination to organizations who fall into this category.

What Do You Intend to Accomplish?

Briefly explain your goals, objectives and intended outcomes:

- Goals - Goals should be directed toward a vision and be consistent with the mission. Something the organization wants and expects to accomplish in the future. Goals are broad and visionary.
- Objectives - A specific measureable result expected within a particular time period, consistent with a goal and strategy, a clear "milepost" towards your stated goals.
- Outcomes - An outcome should answer the following questions: What impact will this grant have? What changes (in knowledge, behavior, or condition) will occur as a result?

Distinguish your organization and this proposal from other efforts. Explain what is unique about your organization and why you are well situated to address the issue or need.

If you are collaborating with other organizations, indicate with whom and for what purpose. Collaborations come in several different forms. Be sure to explain how this collaboration will work and the role(s) of each organization, as well as how long the collaboration has been running.

Tips and Strategies

We recommend that the proposal should:

- Demonstrate your organization's commitment and uniqueness in your proposal
- Be clear and concise; be thorough yet strive for brevity
- Acknowledge similar programs and awareness of relevant data
- Set measurable goals and objectives

Be certain to keep your proposal narrative consistent with the heading or question. You can provide additional information that is important to your request.

Proposal Submission Details

Proposals must be submitted to:
Anna Maria Island Chamber of Commerce
5313 Gulf Drive N
Holmes Beach, FL 34217

Proposals must include the original and 3 copies for a total of 4.

A copy of your 501(c) must be submitted with your proposal.

All numbered items must be responded to in some manner.

Budget information is not being requested at this time, but may be requested at a later date.

Due date for proposals **December 9, 2026**