

THE QUESTERS - FLORIDA STATE ORGANIZATION
APPLICATION FOR STATE P&R GRANT FUNDS

DATE _____ AMOUNT OF GRANT MONEY REQUESTED \$ _____ (minimum \$100.00; maximum \$500.00)
CHAPTER NAME AND # _____
CONTACT PERSON'S NAME _____
ADDRESS _____ City _____ State _____ Zip Code _____
E-MAIL _____
PHONE NUMBER(S) _____

Please type this application. Use separate paper where required and number sections accordingly.

Try to limit the number of pages to 5 or 6, excluding photos, if possible. (If this is not feasible and more pages are required, you should submit 10 copies of the application for the committee members to save on copying costs for the state organization.)

1. PROJECT NAME: Give the name of the specific project account to which the grant check should be made payable. (Checks are NOT made out to the individual chapter.)

2. REQUEST IS FOR:

Building _____ Interior _____ Exterior _____ Furnishings _____ Other (explain in detail) _____

3. DESCRIPTION OF PROJECT: (Be specific. What will be done? Include all pertinent information: Is the subject in question privately or publicly owned, age or original date of subject, history, location, significance to the community, etc.) **Privately owned property is NOT eligible for funding with State Grant money.**

4. CHAPTER INVOLVEMENT: (Describe how the chapter membership is involved in the project.)

5. OUTSIDE CHAPTER INVOLVEMENT: (Note: Approval is required by the State Executive Board for outside funds that are generated by the chapter. See *Policies of Questers Florida State Organization, Article IV. Section B.*)

5.a Is more than one chapter involved in this project? _____ If so, list Chapters and their specific involvement.

5.b Is the general public involved in this project? _____ If so, list the specific involvement.

6. FINANCIAL STATEMENT which includes:

1) Total cost of the completed project

2) Specific amount of money given or pledged by the chapter

3) Amount of money given by any outside sources to this *particular project*

4) Amount requested from grant funds—*add together chapter funds (2) and outside sources funds (3) and subtract from the total cost (1)*

Also include:

5) A statement of how chapter money given or pledged to this project was /is being raised

6) A statement including specific details of how all of this grant money will be spent

7) A statement indicating if this specific project is receiving additional funds from other sources, such as local or county historical societies. (Note: If funds are to be raised *by the chapter* directly involving the public or other chapters, a letter of approval must be obtained from the State Executive Board and included here.)

7. LETTER OF CHAPTER COMMITMENT: This is a letter, signed by the chapter president, stating that the project was voted on by the entire chapter with a majority approval.

8. QUESTER RECOGNITION: Describe how the Questers will receive permanent, public recognition for this P&R grant contribution. (Note: Wording on a brass plaque, etc., identifying the donors needs to have the P&R committee's approval, so include wording here if applicable to this section. An example of proper wording would be: "**[Partial] funding provided by a donation from the [chapter name and #] of the Florida State Questers and the Questers International Organization**")

9. FINISHED PROJECT REPORT: A complete portfolio which includes pictures, the "Completed Grant Form" and a copy of the financial statement has to be on file with the State P&R Chairman within one year of receiving the grant to validate that the *project has been completed within the required one year time frame.*

10. APPLICATION DEADLINE: There is no deadline for grants to be submitted. Grants will be made payable when approved by the P&R Committee and State Board. Recognition of chapters receiving grants will be given at the Fall Convention or Spring Council Meeting.