

Centennial Anniversary Grants FAQs (Frequently asked questions)

How do I apply for the grant?

Applications must be made online at zontacentennialgrants.awardspring.com. Hard copy and email applications will not be accepted. Applications may only be initiated by a Zonta club.

Where can I find a list of questions to ask the partnering organization?

The [Centennial Anniversary Application Preparation Form](#) is available to download from the Zonta International website at <https://membership.zonta.org/Tools/Centennial-Anniversary-Tools>.

When can I apply for the grant?

Application materials are available on the Zonta International website and applications can be made from 15 September 2018 online at zontacentennialgrants.awardspring.com.

What is the closing date for applications for the grant?

The closing date for applications is 31 March 2019. Please apply as early as possible as this will facilitate the review process and expedite the issuing of the grants to the partnering organizations.

Does the application have to be completed in English?

Yes, only applications completed in English will be accepted.

Who should sign the application?

The president of the club, or her/his appointed designee, should sign the grant application.

What is the minimum amount that can be requested for a grant?

No minimum has been set. Grants will be awarded for the precise amount required to deliver the project provided it is less than or equal to a maximum of US\$5,000.

What is the maximum amount that can be requested for a grant?

Grants will be awarded for the exact amount required to deliver the project up to a maximum of US\$5,000.

How many grants will be awarded?

The maximum sum disbursed through this program will be US\$300,000. This means that there will be a minimum of 60 grants, and there may be even more as grants will be awarded for the exact amount required to deliver a project.

When will the successful applicants be announced?

Ideally, announcements will begin 30 April 2019. This date may differ depending on how many applications are received near the closing date. Every application has to be reviewed by the International Service Committee, and their recommendations approved by the Zonta International Executive Committee, before any awards can be allocated.

When will the grant be paid to the partnering organization?

Grants will be issued by 31 May 2019 provided that: 1) the International Service Committee has announced the successful applicants, and 2) the partnering organization has returned the signed agreement to the terms and conditions of receiving the grant from the Zonta International Foundation, and U.S. grantees complete any associated U.S. required paperwork..

Does the partnering organization have to do anything after it has been announced as a recipient of the grant?

Yes, the partnering organization will need to complete an agreement that outlines the terms and conditions of accepting the grant, and U.S. organizations will need to provide a U.S. W-9 tax form.

Where can I find the terms and conditions that a partnering organization will need to sign in order to receive the grant?

Partnering organizations will need to complete the [Partnering Organization Declaration](#) as part of the application process.

Where can I find the U.S. W-9 tax form?

The form can be downloaded from the IRS website at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Does the partnering organization need to use the Zonta International logo and centennial icon?

Yes, the partnering organization must, wherever possible, give Zonta International credit in its communications and media releases and on any equipment purchased with the grant. A key part of our centennial celebrations is to recognize organizations that honor and empower women and girls and is the reason for awarding the grants. Projects displaying the centennial icon will enhance Zonta's reputation and raise our profile while recognizing the work being done by the partnering organization.

Does the grant only apply to one-off projects?

No, grants can be for a one-off project or for an on-going one. Ideally, the project should be completed by 31 March 2020 to allow for communication during our centennial biennium and for recognition at the 2020 Convention.

Does the project have to be sustainable into the future?

No, grants can be for a one-off project or for an on-going one. Ideally, the project should be completed by 31 March 2020 to allow for communication during our centennial biennium and for recognition at the 2020 Convention.

Can a club apply for more than one grant?

No, a club may only submit one project proposal.

Can two, or more, clubs apply for the grant?

It does not matter how many clubs are involved as long as only one club makes the application for a maximum grant of US\$5,000. No project or organization can receive multiple grants from two or more clubs.

Can a single organization receive more than one grant from multiple clubs?

No, a single organization cannot receive more than one grant in one country.

Can a club's own foundation receive the money if they are operating a valid project?

No, the grants are for Zonta clubs working with another charitable organization. If the foundation is a separate registered entity, Zonta members, who may also be trustees, would have founded it and therefore it cannot be considered another charitable organization.

Can the grant be given to another service organization such as Rotary?

It will depend on the project. Grants will only be awarded to partnering organizations that deliver the hands-on project to the beneficiaries.

Why does the partnering organization need to comply with the Zonta International Affiliation with Other Organizations Policy?

The Bylaws of Zonta International provide that:

- Zonta International, its districts, and its clubs shall be non-partisan and non-sectarian.
- Zonta International, its districts, and its clubs may express themselves about and become involved in principles and public issues having a bearing on the Objects of Zonta International, following the policies established by the Zonta International Board

The partnering organization must comply with the Affiliation policy; otherwise it would be a breach of the Zonta International Bylaws.

Where can I find the Zonta International Affiliation with Other Organizations Policy?

The policy and guidelines can be found at <https://membership.zonta.org/Governance/Policies-Guidelines>.

What specific need does the project have to address to qualify for the grant?

Projects must address at least one of the Zonta International Objects to qualify for the grant? See Zonta International Bylaws Article II.

Does the partnering organization need to be a registered charity?

Ideally yes, however if not, the partnering organization must provide information to demonstrate that the organization is a registered entity established for charitable purposes or social good.

Does the partnering organization need to have a Diversity Policy?

Ideally yes, however if not, the partnering organization needs to provide a statement explaining how it promotes equality and diversity in the workplace and safeguards those who may face inequality or harassment because of age, disability, race, sex, religion or belief.

Does the partnering organization need to have a Health & Safety Policy?

Ideally yes, however if not, the partnering organization needs to provide a statement explaining how it ensures a safe and healthy workplace and has practices in place to avoid accidents and protect the general public and organization members from getting hurt.

Why does the partnering organization need to submit a signed Partnering Organization Declaration Form?

The partnering organization must confirm its commitment to complying with the conditions of receiving the grant before the application will be considered.

What information is required about the partnering organization?

The partnering organization must describe its mission, organizational structure, and charity status and prove that it is allowed to collect donations. Full information is given on the [Centennial Anniversary Grant Application Preparation Form](#).

Why does the partnering organization need to have a high reputation in the Zonta club's region/country?

To safeguard Zonta's reputation and good name in the region/country, a Zonta club must partner only with those organizations that meet the criteria outlined in the Zonta International Affiliation with Other Organizations Policy.

Why does the partnering organization need to provide a budget for the project?

The value of the grant is to cover the exact costs of the project and not a fixed sum. To determine the exact costs a budget would have been prepared and this must be submitted.

Why does the partnering organization need to state the percentage of administration costs?

The percentage of administration costs of a project is a sensitive issue with donors. To ensure our organization receives favourable publicity and support, greater emphasis will be given to projects whose administration costs as a percentage of the total sum are less than 15%.

How many women and girls does the project have to benefit to qualify for the grant?

The project must be for more than one woman or girl and there is no upper limit to the total number of women and girls that may benefit.

Does the project have to be delivered within a specified time frame?

Ideally the project should be completed by 31 March 2020 to allow for communication during our centennial biennium and for recognition at the 2020 Convention.

What information does the partnering organization have to provide at the completion of the project?

The partnering organization must submit digital evidence (i.e. report, pictures, video) of how money was utilized within six weeks of the project's completion. The digital evidence will be used to provide feedback to donors on how their donations have been used to empower women and girls and also to promote our 100th anniversary celebrations.

Can the grant be used on a project to benefit men or boys?

No, the project must directly improve women's and girls' lives.

Can a club apply for a grant that will be delivered in another country/region/district?

No, the program is designed to increase the impact of the club's activities in its community.

Do club members have to be involved in the delivery of the project?

No, club members do not have to be involved in the delivery of the project.

Does the club have to submit a report at the end of the project?

Yes, the information will be used to give feedback to donors about how their donation has helped women and girls. Also, we wish to use the success of the projects to promote our 100th anniversary and the information in the report will provide material for the articles.

What methods will be used by the International Service Committee to review applications?

The members of the International Service committee will review each online application and produce a shortlist of projects to submit to the Zonta International Executive Committee for final approval. More weight will be given to projects depending on the number of women and girls it will benefit, the number of Zonta Objects it addresses, impact and benefit to the community, and visibility for Zonta.

Why does the Zonta International Executive Committee have final approval of the grants?

The Zonta International and Zonta International Foundation Boards have ultimate authority to make decisions and allocate funds and only those authorized by them can act on behalf of Zonta International. In this instance, the Executive Committee has been authorized to approve the grants.