

## **Guidelines for Clubs**

### **Centennial Anniversary Grants A Zonta International Program funded through the Zonta International Foundation Rose Fund**

**Zonta International offers grants of up to five thousand dollars (US\$5,000) through a special program for the 2018-2020 Biennium in honor of our 100<sup>th</sup> year of service.**

#### **Program description**

Centennial Anniversary Grants will be available to like-minded charity/not-for-profit organizations that partner with a Zonta club to directly improve women's and girls' lives in their community. The program will increase the impact of the club's activities in their communities while also strengthening the link between Zonta's local and international levels and promoting the good name of Zonta at the local level.

A club selects one project from a partnering organization and submits an online application for the grant.

Applications will be accepted from 15 September 2018 to 31 March 2019. A total of US\$300,000 has been allocated for disbursement of the grants.

The International Service Committee will review all applications and, after 31 March 2019, pass their recommendations for projects to receive the grant to the Zonta International Board Executive Committee for final approval. The Zonta International Foundation Rose Fund provides the grant of up to a maximum of US\$5,000.

#### **How does my club benefit?**

The Centennial Anniversary Grants provide benefits to clubs on two levels.

First, it will cement your club's relationship with your partnering organization and provide additional funding in support of its beneficiaries. It will also help us to achieve Goal 1 of our 2018-2020 Biennial Goals as the additional funding that is provided by the grant will maximize your club's impact through this service project.

Secondly, it provides an opportunity to achieve Goal 3 of our 2018-2020 Biennial Goals as it has the capacity to enhance our profile through our centennial anniversary activities. Clubs can use the opportunity of presenting the grant, and following the projects progress to completion, to gain publicity in the community for the club, Zonta International, and our aim to empower women through service and advocacy.

A club may only submit one application for a grant.

## Eligibility

The organization applying must:

- Have registered charity/non-profit status, i.e. 501(c)(3) in the US, or equivalent if outside the US, or provide additional information to demonstrate that the organization is a registered legal entity established for charitable purposes or social good. U.S. organizations will need to provide a W9 form.
- Verify that its mission and activities are not in conflict with the [Zonta International Affiliation with Other Organizations Policy](#).
- Provide evidence that it complies with diversity standards. Example: A Diversity Policy, or a statement explaining how the organization 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
- Provide evidence that it complies with health and safety standards. Example: A Health and Safety Policy, or a statement explaining how the organization 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.
- Propose a project that meets at least one of the objects of Zonta International - legal, political, economic, health, educational, professional or violence against women.
- Propose a project that will be delivered in the Zonta club's local community.
- Have a high reputation for its work in the Zonta club's region/country.

## Club Guidelines

A Zonta club submits the proposal on behalf of the benefiting organization. Only one project proposal may be submitted per club. Complex or large projects cannot be spread over more than one club or region/country.

The Zonta club:

- Shall obtain approval from its members prior to submitting the application.
- Shall oversee the completion of the application form
- Must specify what relationship exists between the organization and the club and how they cooperate.
- Must describe how its relationship with the partnering organization complies with Zonta's Affiliation with Other Organizations Policy
- Must provide details of the partnering organization's reputation in its community/region.
- Must explain why it endorses the application and describe the benefits it will bring to the club and the community.
- Must include with the application a signed copy of the Partnering Organization Declaration, which outlines the partnering organization's obligations to Zonta.
- President or designated representative should sign the application.
- Must notify their Governor that they have made an application for the grant.
- Must provide a report to the International Service Committee at the completion of the project.

## Applications

Applications must be made through a Zonta club. An organization may make only one application and cannot receive more than one grant in one country.

All applications and requested documents must be submitted online at <https://zontacentennialgrants.awardspring.com/>. Hard copies and email applications will not be accepted.

The benefiting organization must describe its mission, organizational structure, and charity status and prove that it is allowed to collect donations. It must also provide evidence that it complies with diversity and health and safety standards.

The application must state the amount required to complete the project up to a maximum of US\$5,000.

The description of the project must specify the number of women and girls that will benefit from the project and give explicit details of how the grant will be used, including how many people will be involved in its delivery, any materials to be purchased, and the expected outcomes.

A breakdown of the project's budget must be provided with the application, which should also indicate the percentage of administration costs required to deliver the project.

No part of the grant may be used as salaries or payment to anyone in return for services, or as rent/purchase of property (real estate).

The grant may only be used for the designated purpose to benefit women and girls in the Zonta club's local community. Any unused money must be returned to the Zonta International Foundation.

Projects should preferably be completed by 31 March 2020 to allow for timely communication before the end of the biennium and the 2020 Convention.

The Zonta logo should be used on all project communications, media releases, signs and equipment purchased with grant money, if applicable, and after its completion, the organization must agree to Zonta using the project, including photos and videos, in their media releases and on the Zonta International centennial website.

At the completion of the project, the benefiting organization must submit a report evaluating the results and outlining how the money was used as well as the data on how many women and girls benefited from the grant. The report must be made within six weeks of the completion of the project and contain digital evidence of its success, including photographs, video, and media releases.

Organizations that are successful in applying for a grant must give their approval for their information to be stored and used in compliance with the Zonta International Data Protection Policy.

### **Timetable**

Materials will be available on the Zonta International website from 1 September 2018. Applications will be accepted from 15 September 2018-31 March 2019. No grants will be awarded before 31 March 2019.