



ZOOT ENTERPRISES

Grant Application

Zoot recognizes the vital importance of community support. Through our employee-powered Grant Committee, we provide funding to nonprofit organizations in our area. In addition, our employee matching program offers matching funds for the specific causes that our employees care most deeply about.

Grant Application Guidelines

Please Note: To ensure that we have adequate time to review all submissions and still meet your needs, please submit your application three (3) to six (6) months in advance of your deadline. Since we review quarterly, proposals may be submitted at any time. When submitting an application for continuing support, organizations must include information updating their activities since the last grant was awarded.

GUIDELINE SUBMISSIONS

All applications must include the Standard Grant Application Coversheet (Word or PDF Document) and be submitted electronically. Requests for grants must contain all of the information detailed below and be within 1-2 pages.

After completing your application, please email it to the Committee: grants@zootweb.com. The application should not include any additional supporting information such as videotapes/compact discs, financial reports, annual reports, or books. Zoot will notify you if your proposal has been approved, declined, or assigned for future review. Additional information that might be needed to complete your application will be requested at that time.

1. GRANT APPLICATION COVERSHEET

Your proposal must include a completed grant application coversheet. Please note that only electronic submissions will be accepted.

2. PROPOSAL

Please limit your proposal to 2 pages and include the following information:

Describe your organization

- Include your vision and mission statement.
- Briefly describe your organization's history and major accomplishments.

Grant Application Guidelines continue on the next page...

Describe your project or request

- What is the purpose of the project? What problems will it address?
- Describe the project's organization and budget.
- Describe any other organizations working on the proposed project.
- Time period for which funds are requested.
- What other funding sources do you have?
- Are there opportunities to use this grant for a matching gift?

Describe the ways your project reflects Zoot's Grant Committee Mission.

- Are there opportunities for participation available for Zoot employees?

3. ATTACHMENTS

If the grant request exceeds \$500 USD, please also include the following with your submission.

- A copy of the organization's current tax exemption letter from the IRS and a copy of your most recent Form 990.
- List of your organization's major sources of funding and funding amounts for the past two years (limit to top five).
- Documentation describing different sponsorship levels.
- A listing of your board of directors.

Nonprofit Grant Application Cover Sheet



Important: All questions must be answered to process the application. Email the completed form to grants@zootweb.com. Only electronic submissions will be accepted.

Date of Application:		Date Decision Needed:	
Organization Name:			
Total Organization Budget, Current Year:	\$	Previous Year:	\$
Do any Zoot employees volunteer for your organization or serve on your board?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, who, when, and in what capacity?			
GRANT INFORMATION			
Project Title:		Type of Request	
Grant Request:	\$	Total Project Budget:	\$
Summary of Project or Grant Request:			
Will Zoot be recognized for this contribution? If so, how?			
Organization Address:			
Organization Website:			
Director:		Director Phone Number:	
Contact Person:		Contact Phone Number:	
Contact Email Address:			

With this coversheet, please be sure to include a 1-2 page proposal and the necessary attachments. Please email grants@zootweb.com with any questions.