



## GRANT FUNDING GUIDELINES

The First Green Foundation welcomes grant request from nonprofits, educational institutions, governmental agencies, and municipalities for projects and programs that (1) support the Foundation's mission of promoting renewable energy, water conservation, and community supported agriculture for Central Floridians and (2) meet the following funding criteria. Final determination of grant applicant funding is at the sole discretion of the First Green Foundation. Typical grants range from \$100 to \$1,000.

Organizations requesting funding must meet the following general criteria:

- Organization must be a recognized 501(c)(3) non-profit, a primary or secondary (public or private) school, an institution of higher education or vocational training, or a governmental agency or municipality within the geographic area serviced by First Green Bank – Lake, Orange, Volusia, Seminole, Marion, Sumter, Flagler, and Polk counties.
- Any request from a primary or secondary school must be signed by the principal.
- Project must clearly address one or more of the following initiatives:
  - Renewable energy
  - Water conservation
  - Community supported agriculture
- Project location and target population are within the geographic area serviced by First Green Bank – Lake, Orange, Volusia, Seminole, Marion, Sumter, Flagler, and Polk counties.
- Project has identified clear outcomes or results and a specific work plan to achieve them.
- Project has a viable plan for continued support and maintenance.
- Project budget is realistic and achievable and the funding request is specific and attributable to the project.
- Grant funds must be used within one-year from award.

Grants will be denied for the following:

- Lobbying or advocacy organizations.
- Private or profit-oriented projects.

Grant process timetable:

- You may submit a grant application at any time. Grant applications will be reviewed periodically throughout the year, however, there is no set review schedule and response regarding award may take up to 90 days. Applicants will be notified upon completion of the review. Submission does not guarantee an Organization will receive funding.
- Only one application may be submitted annually.
- All decisions are final and will not be reconsidered.

Grantee reporting requirements:

- If applicable, grant recipients will receive a post-grant follow-up form to complete approximately six months following issuance of the grant.

Application process:

- You must use our application format. Provide your information within the application document (you may add additional lines for text). Do not indicate “see attached”. However, you may attach a separate spreadsheet or document for your budget information.
- Your application will not be considered if it is not complete.
- Applications may be submitted via hard copy, fax, or email. If submitted via hard copy, do not submit in plastic sleeves or binding.

501(c)(3) non-profit organizations must submit a Board of Directors list, IRS Determination Letter, IRS Form 990, and financial statements. All other organizations must submit only the application, including the project budget, and printed material (if applicable). Primary or secondary school grant applications must be signed by the teacher submitting the request and the Principal of the school.

Application specifics:

The preferred method of communication is email. Please make sure that the contact person’s email address is correct and the mailbox will accept correspondence from the Foundation.

Additional materials can be attached as an Exhibit. Complete manuals and printed copies of your website should not be included.

Please sign the application.

If you have questions, contact [info@firstgreenfoundation.com](mailto:info@firstgreenfoundation.com).

Email applications to: [info@firstgreenfoundation.com](mailto:info@firstgreenfoundation.com)

Mail application packets to:

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