CRUISE INDUSTRY CHARITABLE FOUNDATION

GRANT SUBMISSION GUIDELINES

A. **COVER SHEET** (maximum of two pages) Include*, in this order*:

- Date
- Name and address of organization
- Contact person
- Phone and fax numbers of organization and contact person(s)
- A statement summarizing the purpose and activities of the organization
- A statement summarizing the proposal
- The total annual organizational budget and fiscal year
- The total project budget
- The dollar amount being requested
- Previous support from CICF
- Support received from individual cruise line companies

Please tailor the cover sheet to address the interests and specific priorities of the funding source and have it signed by the Executive Director or President of the organization. It should be addressed to Cruise Industry Charitable Foundation.

B. **NARRATIVE** (maximum of five double-spaced pages)

1. Organization Information
   - Brief summary of organization's mission and history
   - Description of current programs, activities, and recent accomplishments
2. Purpose of Grant
   - Statement of needs/problems to be addressed; description of how community will benefit
   - Description of project goals and objectives (measurable, if possible)
   - Timetable for implementation, if applicable
   - Other organizations, if any, participating in the project
3. Evaluation
   - Plans for monitoring and evaluating success

C. **FINANCIAL INFORMATION**

1. Project budget, if applicable
2. Organization's previous and current annual budget
3. Statement regarding the organization's audit procedures
4. Description of how the organization plans to track grant expenditures
5. Other sources of revenue
6. Previous gifts from CICF
7. Applications to other cruise line foundations – yes or no?

D. **ATTACHMENTS**

The following attachments must be included in all Grant Applications:

1. A copy of the current IRS determination letter indicating 501(c)(3) status
2. Anti-discrimination statement
3. Listing of Board of Directors

PLEASE NOTE: A Year End Report is required of each grant recipient at the end of the year of receipt, specifying how grant monies were used.