

From the Heart Applicant Workshop FY 2015-16

From The Heart



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- **Purpose of Program**
- **Applicant Requirements**
- **Priority Consideration**
- **Important Dates**
- **Submission Information**
- **Questions and Answer Opportunity**

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Application Due:

- No later than Friday, March 6 by 4:00 p.m.
- Submit completed application and 12 copies to:

Finance Office 3rd Floor by hand (request a date stamped receipt)

OR

From the Heart Grants Administrator by mail (Certified, RRR)

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- **Remember:**

- Disqualification is mandatory for an application that does not meet all specified grantor requirements.

- **Application available at**

- www.glendaleaz.com/fromtheheart

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- Cover page must be signed by Director/CEO of organization and Board of Director/Chair, if applicable
- Complete all sections and attachments as required
- Complete the budget, indicate administrative overhead and include position descriptions if needed
- Identify all actual or pending, litigations or Judgments and provide detailed description

Application available at

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Mandatory Reporting Requirements:

- Semi-Annual-Due January 31
- Annual Report-Due July 31
- Timely reports required for current recipients to be considered for this year funding.

- Report forms available at www.glendaleaz.com/fromtheheart

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Timeline

- March 6 by 4 p.m. Applications Due
- April 15 Technical Review Complete
- May-Community Review Complete, Notification Letters to Awardees
- Early June Check Presentation to Awardees

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Questions or Comments?

Contact:

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