



FALL 2023 & SPRING 2024 GRANT CYCLES FUNDING ELIGIBILITY & GUIDELINES

FUNDING CYCLE DEADLINES

2023 Fall Funding Grant Cycle (COMPLETED)

Application process opens	Application submission deadline	Thunderbirds Charities notifies applicant regarding funding decisions
August 1, 2023	September 1, 2023	Early December 2023

2024 SPRING FUNDING GRANT CYCLE

Application process opens	Application submission deadline	Thunderbirds Charities notifies applicant regarding funding decisions
February 1, 2024	March 1, 2024	Early June 2024

Thunderbirds Charities accepts proposals on or before the due date and appreciates those organizations that submit prior to the deadline. All materials must be received online no later than 5:00pm MST the day of the deadline. If you have questions, please contact Cheryl Ruggiero at 602-216-7325 or cruggiero@wmphoenixopen.com.

MISSION

Established in 1986, Thunderbirds Charities is the charitable arm of The Thunderbirds, whose purpose is to grant the funds generated by the WM Phoenix Open. Thirty-six years later, the mission of Thunderbirds Charities remains the same; to assist children and families, help people in need and improve the quality of life in the Greater Phoenix Metropolitan Area. Each year Thunderbirds Charities accepts grant proposals that support at-risk youth & families, community outreach/quality of life, education, improving the lives of the physically and mentally challenged and working to eliminate domestic violence, homelessness, and poverty.

GEOGRAPHIC PRIORITIES

Thunderbirds Charities accepts requests from organizations serving the Greater Phoenix Metropolitan Area unless the project/program primarily benefits Greater Phoenix Metropolitan residents. Greater Phoenix Metropolitan Area is defined as Maricopa and Pinal Counties.

FUNDING ELIGIBILITY & GUIDELINES:

To be eligible, a charity must hold a 501(c)(3) non-profit status and be based in Arizona. Thunderbirds Charities reserves the right to accept or reject any application and to approve or disapprove any proposal for funding. Thunderbirds Charities also reserves the right to change the application criteria at any time. Please refer to the list below for more detailed information. Other guidelines may apply and will be evaluated on an individual basis. Our grant amounts vary, depending on revenues from the WM Phoenix Open.

ELIGIBILITY: Thunderbirds Charities does not currently provide funding to the following:

- Nonprofit organizations whose 501(c)(3) status has been in effect for less than three years.
- Organizations that discriminate based on race, color, gender, national origin, marital status, age, disability, or veteran status.
- Individuals.
- Political, labor, fraternal or service organizations.
- Advocacy or lobbying activities for issue related topics.
- Medical or scientific research.
- Professional societies, trade associations or membership organizations.
- Religious organizations, churches or programs that are purely denominational in purpose.
- Foundations or organizations which are themselves, grant-making entities.
- Endowments, Fellowships or Scholarships (for college purposes).
- Individual schools: public, charter, private, colleges, universities, or their support organizations (to include but not limited to; Booster Clubs, PTA/PTO's, athletic teams, bands, performing arts groups, alumni associations, or school foundations).
- Debt reduction campaigns.
- Ongoing support or multi-year support.
- Projects or programs outside of Greater Phoenix Metropolitan area unless the project/program primarily serves Greater Phoenix Metropolitan area residents.

BEFORE SUBMITTING A GRANT PROPOSAL:

Step 1: Read the Grant Guidelines and Frequently Asked Questions.

Step 2: All proposals must be submitted through Thunderbirds Charities website (www.thunderbirdscharities.org).

Step 3: Submit a proposal narrative (please do not use bullet points). Requirements include, but are not limited to:

- A. Brief narrative overview of the organization [maximum word count = 225].
 1. Organization's history and mission. Please include a brief description of current projects/programs and accomplishments in our community. In addition, the demographic of target population, the number of individuals served, and geographic area served.
- B. Summarize the purpose of the request [maximum word count = 100].
 1. Please provide three sentences or less, that is a summary of specific request.
- C. A description of the project for which funding is being sought [maximum word count = 500].

Please include in a narrative format:

1. What problem or need does your project address in our community?
2. What is your proposed solution to this problem or need and how do you plan to implement it?
3. Why is this work important?
4. The population and geographic area you plan to serve and how they will benefit from the project, including the number of individuals that will be served.

5. The timetable of the program, how success or failure will be measured and how the project will be sustained going forward.

**Please note Thunderbirds Charities is interested in the key populations this grant serves. You will be asked to provide the percentages served by ethnicity, gender, and age group. The online grant application will prompt you for this information.*

Step 4: Required supplemental materials include, but are not limited to:

- A. The organization’s IRS 501(c)(3) tax-exempt determination letter. Using a “second party” 501(c)(3) status is not acceptable.
- B. The organization’s IRS Form 990 or 990-EZ for the most recently completed fiscal year. **At time of grant submission, if your IRS Form 990/990 EZ return is older than 15 months from your fiscal year end date, application will be rejected.**

EXAMPLE DATES FOR 990/990 EZ SUBMISSION AS IT RELATES TO 15 MONTHS

2023 Fall Funding Grant Cycle (COMPLETED)
(Based on application due date of September 1, 2023)

CHARITABLE ORGANIZATION’S FISCAL YEAR END	MOST RECENTLY COMPLETED FISCAL YEAR
March 31 ST	March 2023
June 30 th	June 2022
September 30 th	September 2022
December 31 st	December 2022

2024 Spring Funding Grant Cycle
(Based on application due date of March 1, 2024)

CHARITABLE ORGANIZATION’S FISCAL YEAR END	MOST RECENTLY COMPLETED FISCAL YEAR
March 31 ST	March 2023
June 30 th	June 2023
September 30 th	September 2023
December 31 st	December 2022

- c. **Financials for the two most recently completed fiscal years: audited, reviewed, compiled, or internally generated financial statements for the most recently completed fiscal year and the fiscal year immediately prior.** Each financial statement must include a balance sheet (or equivalent), income statement (or equivalent), cash flow statement, appropriate footnotes, and accountant’s reports, if applicable. **At time of grant submission, if your financial statements are older than 15 months and 27 months, respectively, from your fiscal year end date, application will be rejected.** *A Fiscal Year covers a 12-month period over which a business does its accounting, for tax filing, and for other accounting purposes.

EXAMPLE DATES FOR FISCAL YEAR ENDS’ AS IT RELATES TO 15 MONTHS/27 MONTHS

2023 Fall Funding Grant Cycle (COMPLETED)
(Based on application due date of September 1, 2023)

CHARITABLE ORGANIZATION’S FISCAL YEAR END	MOST RECENTLY COMPLETED FISCAL YEAR	FISCAL YEAR IMMEDIATELY PRIOR
March 31 st	March 31, 2023	March 31, 2022

June 30 th	June 30, 2022	June 30, 2021
September 30 th	September 30, 2022	September 30, 2021
December 31 st	December 31, 2022	December 31, 2021

2024 Spring Funding Grant Cycle
(Based on application due date of March 1, 2024)

CHARITABLE ORGANIZATION'S FISCAL YEAR END	MOST RECENTLY COMPLETED FISCAL YEAR	FISCAL YEAR IMMEDIATELY PRIOR
March 31 st	March 31, 2023	March 31, 2022
June 30 th	June 30, 2023	June 30, 2022
September 30 th	September 30, 2023	September 30, 2022
December 31 st	December 31, 2022	December 31, 2021

- D. Annual operating budget for the current fiscal year with comparable columns for most current completed previous year's budget versus actual. **INSTRUCTIONS AND EXAMPLE AT THE BOTTOM OF THIS DOCUMENT.**
- E. Budget for the specific project/program for which you are requesting funding with a column outlining where requested funding would be applied, as well as the charitable organization's fiscal year budget. **INSTRUCTIONS AND EXAMPLE AT THE BOTTOM OF THIS DOCUMENT.**
- F. A list of funds raised to date and from whom, for the specific program/project for which you are requesting funding (amounts of \$5,000 and above). **Please try to keep to one page.**
- G. A complete list of corporations and foundations that have given to the charitable organization, in the previous fiscal year (amounts of \$5,000 and above). Please be sure to include the dollar amount per donor. **Please try to keep to one page.**
- H. A list of the organization's Board of Directors, including their primary business or professional affiliation. **Please try to keep to one page.**
- I. Any additional documentation (multiple pages, combined as one PDF).

THIS IS NOT INTENDED AS A FILLABLE FORM.

PLEASE USE THIS EXAMPLE AS A REFERENCE TOOL FOR YOUR BUDGET SUBMISSION.

ANNUAL OPERATING BUDGET INSTRUCTIONS - PLEASE TRY TO KEEP TO ONE PAGE

HEADING INSTRUCTIONS:

1. First line is charity’s name.
2. Second line is fiscal year during which the grant will be used (mm/dd/yy - mm/dd/yy).
3. Third line is previous fiscal year date (mm/dd/yy - mm/dd/yy).

COLUMNS INSTRUCTIONS:

4. First column is your charity’s budget categories.
5. Second column is your charity’s current year budget (if you are within 3 months of your fiscal year end, please use your projected budget as current).
6. Third column is your charity’s most complete fiscal year budget.
7. Fourth column is your charity’s most complete fiscal year actual.
8. Please remember to include narrative on budget.

Organization Name	Organization Name		
Fiscal Year	Fiscal Year during which the grant will be used (mm/dd/yy - mm/dd/yy)		
Previous Fiscal Year	Previous Fiscal Year (mm/dd/yy - mm/dd/yy)		
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
EXAMPLE CATEGORY ACCOUNTS BELOW	Total Organization Budget	Previous Fiscal Year Budget	Previous Fiscal Year Actual
Income Sources			
Foundation and Corporate Grants			
Government Grants and Contracts			
Individual Contributions			
Earned Income			
In-Kind Income			
Investments			
Other Income <i>(please explain)</i>			
Total Income			
Expenses			
Salaries and Wages <i>(please indicate FTE)</i>			
Employee Benefits and Taxes			
Professional and Outside Services			
Fundraising/Development			
Conference and Training			
Travel			
Equipment			
Insurance Expense			
Marketing/Advertising			
Postage and Delivery			
Printing			
Rent / Facility Costs			
Supplies and Materials			
Technology			
Telecommunications			
Administrative			
Other Expense <i>(please explain)</i>			
Miscellaneous			
Total Non Personnel Costs			
Total Expenses			
Excess of Revenue Over Expenses			
Budget Narrative: Please be sure to include narrative to help explain your budget.			
Please export your organizations existing budgets into spreadsheet format with the different columns outlined in example			

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PLEASE USE THIS EXAMPLE AS A REFERENCE TOOL FOR YOUR BUDGET SUBMISSION.

SPECIFIC PROJECT / PROGRAM BUDGET INSTRUCTIONS - PLEASE TRY TO KEEP TO ONE PAGE

HEADING INSTRUCTIONS:

1. First line is charity’s name.
2. Second line is project / program title.
3. Third line is fiscal year during which the grant will be used (mm/dd/yy - mm/dd/yy).

COLUMNS INSTRUCTIONS:

4. First column is your charity’s budget categories related to your specific request.
5. Second column is total project/program budget for requested funding.
6. Third Column is the allocation of Thunderbirds Charities potential grant funds.
7. Fourth column is your charity’s current year budget.
8. Please remember to include narrative on budget.

Organization Name	Organization Name		
Project Title	Project/Program Title		
Fiscal Year	Fiscal Year during which the grant will be used (mm/dd/yy - mm/dd/yy)		
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
EXAMPLE CATEGORY ACCOUNTS BELOW	Total Project/ Program Budget	Thunderbirds Charities Request Amount	Total Organization Budget
Income Sources			
Foundation and Corporate Grants			
Government Grants and Contracts			
Individual Contributions			
Earned Income			
In-Kind Income			
Investment			
Other Income (please explain)			
Total Income			
Expenses			
Salaries and Wages (please indicate FTE)			
Employee Benefits and Taxes			
Total Personnel Costs			
Professional and Outside Services			
Consultants			
Equipment			
Fundraising/Development			
Insurance Expense			
Marketing/Advertising			
Postage and Delivery			
Printing			
Conferences and Training			
Rent and Occupancy			
Supplies and Materials			
Technology			
Travel			
Administrative			
Other Expense (please explain)			
Miscellaneous			
Total Non Personnel Costs			
Total Expenses			
Excess of Revenue Over Expenses			
Budget Narrative: Please be sure to include narrative to help explain project / program budget.			
Please export organizations existing budgets into a spreadsheet format with the different columns outlined in example above			