Chuck Strode was a highly respected Community Association Manager for over 30 years and was named the Central Florida Chapter CAI President Elect. In his honor, this Memorial Grant was established.

THE Central Florida CAI "CHUCK STRODE MEMORIAL GRANT" AND FUNDING GUIDELINES

Established: September 2022

I. OVERVIEW OF THE CENTRAL FLORIDA COMMUNITY ASSOCIATION INSTITUTE (CFCAI) CHUCK STRODE GRANTS AND FUNDING COMMITTEE PROCESS.

The purpose of the CFCAI Grants and Funding Committee is to fund the association annually in the amount of up to $10,000, to go towards community projects and educational programs in the spirit of the CFCAI Mission.

CAI Central Florida Mission:
"Education, Advocacy, and Resources for Community Associations. At the Central Florida Chapter of CAI, our mission is simple: to inspire professionalism, effective leadership, and responsible citizenship – ideals reflected in associations that are preferred places to call home."

The total dollar amount associated with the entire grants and funding process shall not exceed $10,000 annually. The ideal disbursement of funds would be up to $5,000 for the Chuck Strode Grant and up to $5,000 for the Educational Grant, however, the Board of Directors may disperse in any denomination.

The Grant and Funding process is divided into (3) three categories:

1) "**The Chuck Strode Grant"** - A formal, annual, competitive grant process for community organizations for funds distribution, once each fiscal year, with grants ranging within the allocated budgeted funds.

2) **"The Educational Grant"** - A formal, annual, competitive grant process for community organizations for educational purposes, as defined in the application process - requesting of funds for specific requirements associated with education classes in CAI national, Central Florida Chapter, or CAM ICB

3) **"The Board of Directors Special Gift"** - An Administrative Funding process, where a majority of the Board vote positively to distribute funds for specific projects or causes related to the CFCAI. The special gift may include a CAI Membership for one year to and LCAM with the requirement to attend a minimum of three CAI events per year. Vendors are eligible for this gift if they have been a prior member.

II. "THE ANNUAL CHUCK STRODE GRANT"

1) The CFCAI welcomes grant requests from otherwise eligible recipients. The primary focus of the CFCAI is to provide a resource for the needs of members and associations. Funding for organizations which do not benefit the CFCAI, or a Community Association member will generally not be awarded.

2) Proposals that address established areas of interest are given the highest priority by the CFCAI Board of Directors (BOD).

3) The CFCAI reserves the right to grant or deny all requests.

4) Grant funds are available once annually, unless otherwise determined by the CFCAI BOD.
5) Awards shall not surpass the budgeted and allocated maximum dollar amount detailed in the corresponding fiscal year CFCAI Budget.

6) The CFCAI accepts applications once per calendar year, per applicant. Grants are generally made on a one-time basis.

7) Grant eligibility for each successful grant award is limited to once every year. Organizations that have not received the CFCAI Grant may receive preferential priority over prior recipients of the CFCAI Grant award.

A. ELIGIBLE PROJECT GUIDELINES:

The following are mandatory requirements of the applicant. Failure to comply with individual item shall designate the non-profit ineligible. (a total of 7 points may be achieved)

1) Projects which provide a public benefit to the community as a whole (1 point)
2) Projects which have a long-term positive impact on the community (1 point)
3) Projects with goals which can be accomplished in 12 months or less (1 point)
4) The organization must have been organized for at least (1) one-year before applying for the grant (1 point)
5) 100% of funds must be spent within the geographic area of Central Florida (1 point)
6) If funds are to provide a positive impact to the community, the organization must have an educational component/program in place to support the initiative. (1 point)
7) Educational grants are on reimbursement only; proof of completion is required (receipt required within 30 days of completion)
8) The Association or LCAM must have an existing membership (1 point)

B. APPLICATION PROCESS

1) To make a formal application, complete the attached grant application and mail or email your completed application to:

a. Central Florida Community Association Institute, PO Box 941125, Maitland, Florida 32794
b. Email: exdir@caicf.org

2) Proposals are generally accepted during a specific time in the calendar year and are considered at subsequent Board Meetings after it is verified that all requested information has been provided. Applications are open now and two grant winners will be awarded at the CAI Day & Trade Show on February 26th, 2027.

C. GRANT DECISION PROCESS

1) All requests will be screened by the CFCAI Grants and Funding Committee. This screening committee may decide to grant the request, deny the request, or refer the request to the full Board of Directors for review. This review process may take several months. Personal interviews and site visits may be scheduled with applicant organizations by the Foundation as appropriate.

2) A majority of the vote by CFCAI Board members is needed to approve the grant.

3) Each applicant will be notified in writing shortly after a decision on its proposal has been made.

4) Due to limited funds and/or funding percentage restrictions, many meritorious proposals cannot be approved.

5) Applicants should understand that the CFCAI decision not to make a grant does not necessarily reflect disapproval of the proposal.

D. FOLLOW-UP

1) Grant recipients will be requested to submit a brief progress report periodically and/or at the completion of a project describing what has been accomplished with the funds granted. In addition, written acknowledgement of any financial award is required within 7-days or receipt.

2) Documentation is required with the spending of funds to provide evidence of how the funds were appropriated.

3) It is important to remember that funds granted may only be expended for the purpose granted and that funds not so spent must be returned to the CFCAI, unless other arrangements have been approved by the CFCAI in advance.

THE CHUCK STRODE
GRANT APPLICATION

Organization's Legal Name:_____

Address (Physical Location-no P.O. Boxes please): _____
_____

Federal Tax EIN: _____

Is your tax exemption status current? YES / NO

Telephone: _____
FAX: _____
Email Address: _____
Website / URL: _____

Contact Person Name:_____
Contact Title: _____
Staffing - Full-Time Employees: _____Part-Time Employees:_____Volunteers: _____
Background (Please give a brief description of your organization's mission): _____
_____
_____
_____

ORGANIZATION BUDGET INFORMATION

Annual Budget: _____

The following information is found on your most recent IRS Form 990 or Audit
Reporting Year Date: _____
Fundraising Amount: _____
Government Funding Amount: _____
Management & General Amount:_____
Program Service Amount: _____
Total Expenses Amount: _____
Total Revenue Amount: _____

GRANT REQUEST INFORMATION
Amount Requested: _____
Start/End Date of Project: _____
Project Name:_____
Brief Description of Request: _____
Target Group(s) Served: _____
Age Group(s) Served: _____
Area/County Served: _____
Neighborhood Served: _____
Please provide us a complete statement of why the grant is needed and what will be done with the funds: _____
_____
_____

How will your request promote and support the CFCAI's mission statement? _____

_____

_____

Please list three goals of the project you seek to achieve that will be used to measure the success of the project:

Goal 1 – _____

_____

Goal 2 – _____

_____

Goal 3 – _____

_____

Project Budget: _____

Please explain why your organization cannot or has not been able to raise the funds for your project and what challenges you have faced in raising funds: _____

_____

_____

_____ _____

SIGNATURE AND TITLE OF APPLICANT DATE

*By signing this, you agree to abide by all the rules and requirements of this grant and will provide any information requested by the CFCAI

For use by the CFCAI Board Only

Date received:
Board Member Name:
Approved by Committee YES / NO
Suggested Approved Amount: $
Approved by Foundation Board YES / NO
Final Approved Amount: $

INSTRUCTIONS FOR THE CHUCK STRODE
GRANT APPLICATION

Use no more than 3-pages to provide the following information about your organization and this funding request.

1) Briefly explain the principal service of your organization.

2) Explain how the project contributes to the overall mission of your organization.

3) Documents need for dollars requested.

4) Identify other funding sources that have been asked to fund any part of this project.

5) Give the amount requested of each, and indicate the status of those requests as denied, funded for a specific amount, pending with the date expect a response, or request to be submitted with a timeframe for review and response.

5) Explain how this project will be funded in the future.

MANDATORY ATTACHMENTS TO APPLICATION
*Please attach all of the following documents:

1) A detailed budget of the project or need, showing exactly how the requested funds from this CFCAI Chuck Strode Grant will be used

2) If educational, coursework and requirements of the position