

THE OPPORTUNITY SHOP
(An Outreach Ministry of St. Thomas Episcopal Church)
GRANT REQUEST FORM
(Rev May, 2023)

- PLEASE REFER TO **GRANT REQUEST GUIDELINES** FOR COMPLETE INSTRUCTIONS and INFORMATION ABOUT THE GRANT AWARD PROCESS
- APPLICATION MUST BE SUBMITTED WITHIN GRANT CYCLE DATES:
 - **Spring Grant** opens February 15th and the close deadline is 5 p.m. on the last business day in March
 - **Fall Grant** opens August 15 and the close deadline is 5 p.m. on the last business day in September.
- COMPLETE **THIS** 4 PAGE APPLICATION: TYPED or LEGIBLY HANDWRITTEN, ACCORDING TO **GRANT REQUEST GUIDELINES**
- SUBMIT a total of **SEVEN** (7) copies of **THIS** APPLICATION to:
 - The Opportunity Shop PO Box 161 Dubois, WY 82513-0161
 - Deliver to 1 South 1st Street Dubois

(PLEASE KEEP A COPY OF THE ENTIRE APPLICATION FOR YOUR RECORDS)

Non-Profit or Charitable Organization or Public Entity _____
(First time applicants attach documents that support the charitable or non-profit and/or tax-exempt status of your organization as listed on the final page of this application (revised May 2023).

Mailing Address: _____

Contact Person: _____ Occupation: _____

Home Phone: _____ Work phone: _____

Email: _____

Amount of Request: _____ Date of Request: _____

*Before Continuing with this application, please be sure that your requests meet the Opportunity Shop Program Mission Statement below.

Opportunity Shop Program Mission Statement:

The Purpose of The Opportunity Shop Grant Program is to support outreach projects that serve the social, mental, and physical needs of people and enrich the lives of those in our local communities. Projects should be sustainable, continue to impact others and “keep on giving.” Priority is given to Dubois area organizations, but groups from other areas are assisted if money is available.

A. Please use the space below to write BRIEF paragraph summarizing project:

Date of Project:

1. In detail, describe the project. Include the following:
 - a. Name of project
 - b. The need for the project.
 - c. How the project will meet the identified need
 - d. Please explain the methodology of the project (the detailed steps of the project that will help meet the need).
 - e. Length of project

2. Provide an outline of your proposed budget **for this particular project**. Quotes or estimates for the project are appreciated. Please include and note the specific expense item(s) you are requesting funds for.

3. Identify the people or target group your project is serving and how this project will enable your organization to serve your particular community or ministry.

4. Please indicate other funding sources and whether the funds are secured or are pending. If funding is from a private individual, there is no need to include person's name, just indicate them as private individual.

5. Documents required and attached as described in the *Grant Request Guidelines*:

A. Financial Information:

☐ Detailed summary report of previous fiscal year's income and expenses by category

☐ Detailed summary report of previous month's income and expenses by category

B. Documents attached demonstrating our tax-exempt, non-profit or charitable status include either:

☐ Copy of notice/letter from the Internal Revenue Service (IRS) of our non-profit status [501 (c) (3)] which also lists our Employer Identification Number (EIN), or

☐ Copy of notice/letter from the IRS that our organization is not considered a private foundation [509 (a)] but considered a charitable organization [509 (a) (1) or (2)] which also lists our EIN, or

- ☐ Other copies of documents that demonstrate our non-profit and/or tax-exempt or charitable status, or that we are a public entity (such as public library, museum, or school or local municipality.), or
- ☐ We are a previous recipient of a grant from the Opportunity Shop and our non-profit or charitable status has not been removed or changed. This is our Employer Identification Number (EIN) _____.

6. Should you receive funds through our grant program, you will receive a letter, via USPS, of the place and time for the mandatory photo shoot and check disbursement. A representative of your organization must be present. Failure to do so will result in forfeit of funds. If selected, you must also complete a *Final Accountability Report* which will be due after you have completed your project(s). (Failure to return the Final Accountability Report will result in ineligibility for future grants.)