

**THE OPPORTUNITY SHOP**  
(An Outreach Ministry of St. Thomas Episcopal Church)  
**GRANT REQUEST FORM**  
(Rev October, 2019)

- 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 15<sup>th</sup> 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** 3 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 1<sup>st</sup> 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 October 2019).

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Occupation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email: \_\_\_\_\_

Amount of Request: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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



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. If selected, you will receive a *Final Accountability Report* which will be due after we have completed our project(s). (Failure to return the Final Accountability Report will result in ineligibility for future grants.)