

THE OPPORTUNITY SHOP
(An Outreach Ministry of St. Thomas Episcopal Church)
GRANT REQUEST FORM
(Rev October 2017)

- PLEASE REFER TO **GRANT REQUEST GUIDELINES** FOR COMPLETE INSTRUCTIONS and INFORMATION ABOUT THE GRANT AWARD PROCESS
- APPLICATION MUST BE SUBMITTED WITHIN GRANT CYCLE DATES:
February 15 – March 31 OR August 15 – September 30
- COMPLETE **THIS** 3 PAGE APPLICATION: TYPED or LEGIBLY HANDWRITTEN, ACCORDING TO **GRANT REQUEST GUIDELINES**
- SUBMIT the ORIGINAL and SIX (6) COPIES of **THIS** APPLICATION to:
 - The Opportunity Shop PO Box 161 Dubois, WY 82513-01611
 - Deliver to 1 South 1st Street Dubois

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

To be completed by Opportunity Shop Grant committee and Board Members

GRANT COMMITTEE APPROVAL: Yes No Date _____ Amount _____

BOARD MEMBERS APPROVAL: Yes No Date _____ Amount _____

VESTRY NOTIFIED: Yes No Date _____

Non-Profit Charity/ Organization: _____
(Attach documents that support the charitable or non-profit status of your organization, such as 501c3, Tax ID number, and/or EIN)

Mailing Address: _____

Contact Person: _____ Occupation: _____

Home Phone: _____ Work phone: _____

Email: _____

Amount of Request: _____ Date of Request: _____

BRIEF paragraph summarizing project: please use the space provided

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 attached as described in *Grant Request Guidelines*:

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

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

501c3 and/or Tax ID Number and/or EIN Number

6. If selected, you will receive a *Final Accountability Report* which will be due within 4-12 months of your award date. (Failure to return the Final Accountability Report will result in ineligibility for future grants.)