

**The Opportunity Shop**  
**P.O. Box 161, Dubois, Wyoming 82513**  
**(307) 455-2900**

**GRANT REQUEST GUIDELINES**

(2 pages – REV June 2014)

*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.*

One of the responsibilities of the Opportunity Shop Grant Committee is to disburse outreach funds made available from the proceeds and/or “fund raisers” of the **Opportunity Shop in Dubois**. The Grant Committee evaluates applications vigorously and makes their selections at scheduled meetings in April and October. The Opportunity Shop Advisory Board must approve all Grant awards. The St. Thomas Vestry is notified of the final approval and funds can then be disbursed. Grant monies will be distributed no later than 60 days following the deadline date of the grant cycle.

**Please read and follow all instructions  
to insure your application is eligible for consideration.**

**ELIGIBILITY TO APPLY**

- **Applicant must be a charitable or a not-for-profit organization.** Funds are not made payable to individuals. Applicant must be able to provide proof of charitable or non profit status with proper documentation of their status with local, state and federal government (ie 501c#, Tax ID Number, EIN)
- Grant Funds awarded by The Opportunity Shop must be used for a specific project that serves the needs of the community, i.e. project empowers growth and continues to impact the community through creative partnership.
- Grant **must** be project oriented and **must** be for future projects. Application will be rejected if requests include past projects.
- Prior receipt of grant money in no way guarantees future grant awards.

**SPECIFIC GUIDELINES**

1. There are two grant cycles, with applications accepted between February 15 – March 31 and August 15 – September 30 only. Applications received outside the grant cycle windows will not be considered.

2. The Grant Application Package is available from The Opportunity Shop at 1 South First Street in Dubois, or via our website [www.opportunityshopdubois.org](http://www.opportunityshopdubois.org) The application must be completed following the Grant Request Guidelines and returned to the Opportunity Shop by the deadline date. **Incomplete applications, including failure to provide all requested documentation (see next section), will not be considered.**
3. Application request will not exceed the maximum amount of \$1,500.00. It is up to the applying organization to determine the amount of their needs. The grant committee may approve any amount, up to the maximum limit of \$1,500.00.
4. Any charity/organization receiving monies is required to submit a *Final Accountability Report* within one year from the date of notification of your grant award. The report is to show exactly how the money was used and will close the grant you received, making your organization eligible to apply for addition grants. Any charity/organization not completing and returning the Final Accountability Report with proper documentation will not be eligible for future grants. Instructions for this report will be available with the grant application and is also available on the website [www.opportunityshopdubois.org](http://www.opportunityshopdubois.org)

#### **REQUIRED ATTACHMENTS**

Each grant application must include:

1. a copy of all documents that support the charitable or non profit status of your organization: **a)** 501c3 *and/or* **b)** Tax ID number *and/or* **c)** EIN number
2. a detailed summary report of previous tax year income and expenses. (*By detailed we mean ALL income categories with totals for each category and ALL expense categories with totals for each category.*)
3. a detailed summary report of previous month income and expenses (*include all income and expense categories*)