

# THE OPPORTUNITY SHOP

(An Outreach Ministry of St. Thomas Episcopal Church)

## GRANT REQUEST FORM

(6 pages, Revised July 2026)

Your Non-Profit - Charitable Organization - Public Entity Name: \_\_\_\_\_

**First time applicants** must attach documents that support the charitable or non-profit and/or tax-exempt status of your organization as listed on the first and forth page of this application.

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 and that your organization has no outstanding Grants.**

### ***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. Name of Project \_\_\_\_\_

B. Please use the space below to write a brief paragraph summarizing project:

C. Project Start Date \_\_\_\_\_ Estimated length of project \_\_\_\_\_

D. Need for the project, including the people or target group your project is serving and how this will enable your organization to serve your particular community or ministry.

E. Explain the methodology of the project (detailed steps that will help meet the need).

F. **Project Budget:** Quotes or estimates of items that your organization is requesting grant funding for **must be included, along with examples of quotes (prices and pictures)**. The Opportunity Shop Grant will not fund anything/item that is not itemized in detail below. If funding is from a private individual, there is no need to include person's name. Just indicate them as "private individual".

| Items Needed for THIS Project.<br>List most needed items first. List<br>least needed items last.<br>(Do not include Salaries) | Estimated Cost | Funding Source | Source of Other<br>Funds | In Kind<br>Donations |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|--------------------------|----------------------|
|                                                                                                                               |                |                |                          |                      |
|                                                                                                                               |                |                |                          |                      |
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|                                                                                                                               |                |                |                          |                      |

## G. Document(s) Required and attached as described in the Grant Request Guidelines

**First time applicants** MUST attach one or more of the Documents listed below to validate tax-exempt, non-profit or charitable status:

- ☐ 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, school or local municipality).

### Previous Applicants

- ☐ We are a **previous recipient of a grant** from the Opportunity Shop and not required to attach further documents. Our non-profit or charitable status has not been removed or changed. This is our Employer Identification Number (EIN)

# \_\_\_\_\_

Successful applicants will receive a letter, via USPS, explaining the place and time for a **mandatory photo shoot and check disbursement**. A representative of your organization **must be present**. Failure to do so will result in forfeit of funds.

Successful applicants must also complete a *Final Accountability Report*,

which is due after you have completed your project(s).

(Failure to return the Final Accountability Report will result in ineligibility for future grants.)

Grant Request Requirements Form, Grant Application and  
Final Accountability Report Forms are available at the  
**Opportunity Shop** and online at <https://www.opportunityshopdubois.org>

# Grant Check List

Before submitting your grant application, the committee asks that you verify your request following the requirements listed below, please check each line item when completed/verified, and include it with this application.

\_\_\_\_\_ REFER TO Grant Request Requirements Form FOR COMPLETE INSTRUCTIONS & INFORMATION ABOUT THE GRANT AWARD PROCESS and FUNDING AVAILABLE

\_\_\_\_\_ APPLICATION MUST BE SUBMITTED WITHIN GRANT CYCLE DATES: Check either

\_\_\_\_\_ Spring Grant or the Fall Grant that applies to this current application BELOW

\_\_\_\_\_ My Organization is Applying for the Spring Grant, open date: February 15<sup>th</sup> & the close deadline is 5 p.m. on our last business day in March

\_\_\_\_\_ My Organization is Applying for the Fall Grant, open date: August 15 & the close deadline is 5 p.m. on our last business day in September

\_\_\_\_\_ COMPLETE This 6 page APPLICATION: TYPED or LEGIBLY HANDWRITTEN, ACCORDING TO GRANT REQUEST REQUIRMENTS FORM

\_\_\_\_\_ On Behalf of my organization, I SUBMITTED a total of SEVEN (7) copies of THIS APPLICATION to:

\_\_\_\_\_ \*The Opportunity Shop, PO Box 161 Dubois WY 82513-0151 (postmarked by closing date) -OR-

\_\_\_\_\_ \*Delivered applications to 1 South First Street, Dubois WY 82513

\_\_\_\_\_ I have kept a copy of the entire application for my organizations records

\_\_\_\_\_ Close-out of a previous grant award has been completed with the Final Accountability Report Form.

\_\_\_\_\_ Request meets the Opportunity Shop Program Mission as stated on page 3

\_\_\_\_\_ Application will be submitted within the Grant Cycle window.

\_\_\_\_\_ Be certain that the most current **Grant Request Requirements Form**, the most current **Grant Request Form** and the most current **Final Accountability Report Forms** are being submitted. These are all found on our website, [opportunityshopdubois.org](http://opportunityshopdubois.org) or may be picked up at the Opportunity Shop, 1 South 1<sup>st</sup> St. Dubois

\_\_\_\_\_ Documentation of one of the following is already on file **OR** is submitted with the application: **a)** 501c3  
**b)** tax ID number **c)** EIN documentation.

\_\_\_\_\_ EIN has not been used on another application within the current grant cycle

\_\_\_\_\_ Request will not exceed the maximum amount stated on the updated Grant Request Requirements Form

\_\_\_\_\_ Requests are project oriented with sufficient detail given about project, including but not limited to nature of project and effect on community. If other funding sources are to be utilized details of how the project will be executed are included

\_\_\_\_\_ Budget should be clearly itemized, listing **specific items** for which grant will be used \_\_\_\_\_

Quotes and/or estimates for items requested are included in the Grant request

\_\_\_\_\_ Items within grant request are not of an operational nature ( i.e. utilities, flags, regular cleaning/maintenance)

\_\_\_\_\_ All application questions have been answered in detail using clear, concise language

\_\_\_\_\_ Request does NOT include salary and/or stipend (not funded by this grant)

\_\_\_\_\_ Project or portions of the project have not and will not have occurred prior to receipt of grant funds

\_\_\_\_\_ **Check only if two or more organizations are applying for this project:** Up to three organizations may apply for funding for the same project. Grant requests/items are not duplicated or over-funded.

There may be times our organization has insufficient assets from which to fund all worthy requests. Prioritizing your budget items will be helpful should partial funding occur. **Please** list your most needed item first on "Items Needed for THIS Project" found on page 5 of the application under F. List your least needed items last.

Printed name \_\_\_\_\_ Signature \_\_\_\_\_