The Opportunity Shop
P.O. Box 161, Dubois, Wyoming 82513
(307) 455-2900
GRANT REQUEST REQUIRMENT FORM

(2 pages – REV July. 2026)

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 and no earlier than May 1 or November 1 for the respective grant cycles.

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

ELIGIBILITY TO APPLY

- Applicants must be a charitable, not-for-profit, or public entity (such as public library, museum, school or local municipality, etc.). Funds are not made payable to individuals. If an organization has not received a Grant from the Opportunity Shop in the past, they must provide proof of charitable or nonprofit and tax-exempt status by providing, with their grant application, a copy of the document(s) that demonstrates their status with the federal and/or State government. (This includes copies of the notice(s) from the Internal Revenue Service that you are tax-exempt, have non-profit status [501 (c) (3)] and/or are a charitable organization [509 (a) (1) or (2)], and lists an Employer Identification Number (EIN) and/or from a State that recognizes your organization as non-profit or charitable entity.)

- If your organization has received a grant from the Opportunity Shop in the past and your non-profit or charitable status has not changed since then, the applicant needs only list their Employer Identification Number. (If your organization is no longer recognized as a non-profit or charitable entity, your organization cannot be an applicant for Grants from the Opportunity Shop until such time as your organization has regained any of those statuses and provides that documentation.)

- 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 projects which will occur after Grant funds are dispersed. (Any part of your application that requests funds for projects that will occur before grant funds are dispersed or include salary / stipends will be rejected.)

- Prior receipt of grant money in no way guarantees future grant awards.

SPECIFIC GUIDELINES

1. There are two grant cycles. Applications will only be accepted during the following: **Spring Grant Cycle** opens February 15th, and the closing deadline is 5 p.m. on our last business day in March. **Fall Grant Cycle** opens August 15th, and the closing deadline is 5 p.m. on our last business day in September. 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*. The Opportunity Shop's *Grant Request Form* must be completed following the *Grant Request Guidelines*. Please submit a total of SEVEN (7) copies of the completed *Grant Request Form* 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 $2,000.00. It is up to the applying organization to determine the amount of their needs and prioritize if their application is for multiple projects or items. The grant committee may approve any amount, up to the maximum limit of $2,000.00.
4. 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.
5. Any charity/organization receiving monies is required to submit a Final Accountability Report after completion of your project. 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 additional 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*

REQUIRED ATTACHMENTS

First time applicants must include: (all 7 copies must have all documentation attached) a copy of all documents that support the charitable or nonprofit status of your organization such as: **a)** 509 (a) (1) or (2) and/or 501 (c) (3) and **b)** EIN number.