

Town of New Castle Grant Application

Name of Organization: _____

Type of organization (please check all that apply):

Arts and Special Events Grants

- Arts Organizations (performing arts, visual arts, and art-based education)
 Special Events (defined as "town gatherings that are open to the general public")

Community Support Grants

- Service Organizations (human, welfare, and community)
 Athletic Organizations
 Educational Organizations
 Other (please specify) _____

Grant Request = \$ _____

Include the following required items, in this order:

- Completed Application Checklist (*Page 1 of application*).
- Complete Grant Application (*Parts 1 – 4 of application*).
- Letter of Agreement with applicant's umbrella organization (if applicable).
- Most recently filed IRS 990 Form (if applicable). If not applicable, submit a letter indicating non-profit status (*Part 3 of application*).
- Proposed Budget (*Part 3 of application*).
- Financial Statements (Profit & Loss Statement and Balance Sheet) for the current year to date and previous completed fiscal year (*Part 3 of application*).

Keep the instructions for the follow-up report (Part 4 of the application, on Page 8). If you are awarded a grant, you must submit this report to the Town by September 3, 2024.

Please e-mail your completed application **by 5:00 p.m., May 26, 2024** to:
Rochelle Firth at: rfirth@newcastlecolorado.org

Because the Town of New Castle is committed to environmental conservation, we appreciate applications submitted by e-mail. Please feel free to call Rochelle at 984-2311 if you require assistance with completing any part of this application.

Part 1: Applicant Information

Name of applicant organization: _____

Name of umbrella organization: _____
[If applicant does not have 501(C)3 or non-profit status]

Applicant contact: _____

Phone: _____ Fax: _____ E-Mail Address: _____

Mailing address: _____ City: _____

State: _____ Zip: _____ Non-profit tax ID number: _____

List organization's officers, directors, general partners, and managing members:

_____	_____
_____	_____
_____	_____

For how many years has your organization or event been in existence? _____

For Special Events Only: List event dates: _____

Part 2: Grant Request

GRANT REQUEST \$ _____

Please respond to the following in no more than 6 pages. Please follow the format, number system, and headings as presented in the Grant Application. Please include the number and heading for each question as presented in the application.

1. Please provide the following:
 - A. Brief narrative describing the purpose of the requested funds.
 - B. Your organization's mission statement, goals, and objectives.
 - C. Geographic location where the funds will be used. Please describe what percentage of this project will directly impact New Castle residents and what percentage will impact residents in neighboring communities.
 - D. If the full amount of grant funding is not available, what is the impact to the organization or project?
2. Please describe how the community will be strengthened by your organization. Please include educational benefits, cultural benefits, economic benefits, etc.
3. How will you measure the impact to your organization from any grant funds received.
4. Will your organization charge a fee to participate in your program or event? If so, what types of scholarships or grants are provided to participants who cannot afford to pay this fee?
5. List other funding you are pursuing. Include sources that are:
 - A. National
 - B. State
 - C. County
 - D. Private
 - E. Other local funds

Include name of institution and amounts in narrative, and % of budget you are seeking from each.

Part 3: Financial Information

Submit the following for your organization:

1. Most recently filed IRS 990 Form (if applicable). If not applicable, provide a letter stating why your organization does not file a 990 AND submit a letter indicating non-profit status.
2. Please provide your most current annual budget.
3. Financial statements:

Profit & Loss Statement (budget vs. actual)

Current year to date

Previous completed fiscal year

Balance Sheets (summary)

Current year to date

Previous completed fiscal year

OR

If these financial statements are not available, explain why.

4. Explain any budget irregularities.

Please keep this page. If you are awarded a grant, you must submit a follow-up report to the Town by September 3, 2024.

Part 4: Follow-up Report

In no more than 2 pages please provide a narrative of how the grant funding received benefited the residents of New Castle and your organization.

All grant recipients are required to submit a follow-up report for each grant received. Failure to provide a follow-up report may result in possible disqualification for future grants.