

ACWORTH COMMUNITY CHARITABLE TRUST
PO Box 10, Acworth, NH 03601

2021 GRANT APPLICATION INFORMATION

GUIDELINES FOR GRANTS TO ORGANIZATIONS

MISSION STATEMENT. The purpose of the Trust is to support charitable projects benefiting the town of Acworth, NH, and its citizens. Grants to organizations are made in the following areas:

- **Conservation**, supporting projects to conserve Acworth's natural resources.
- **Historic Preservation**, supporting projects to protect, preserve and restore historic sites and artifacts in the town of Acworth.
- **Special Purposes**, supporting projects consistent with the Mission Statement and the nonprofit charitable status of the Trust.

Please note that projects of a purely maintenance nature may not be eligible.

GRANT AVAILABILITY FOR 2021.

Grants of up to \$3000.00 are available. Deadline for receipt of applications is April 1, 2021. Awards will be announced by June 1, 2021.

ELIGIBILITY.

Organizations must meet ONE of the following three criteria to be eligible to apply for grants from the Trust:

- Be based in Acworth, NH -OR-
- Include Acworth among its members or constituents -OR-
- Be a registered NH non-profit or an IRS approved 501c3.

ORGANIZATION'S FINANCIAL SUMMARY.

This statement should include a consolidated report for the most recent FY and the current FY operating budget. The Trust may ask for further financial information as it deems appropriate.

SELECTION CRITERIA.

- Application form is properly completed by an eligible organization.
- Electronic and hard copies as specified are received by the deadline.
- Proposal describes the project clearly.
- Specific benefits to the town of Acworth and its citizens are demonstrated.
- Proposed budget is clearly outlined. If the project costs exceed the Trust grant amount, other sources of funding are identified, specifying the amount requested and the date when the award will be announced. Expenses to be covered are supported by professional estimates.
- Proposal includes a plan to share the project with the community and publicize the Trust's role in supporting the project.

SELECTION PROCESS.

The goal of the process is to further the mission of the Trust. Applications will be evaluated for compliance with the selection criteria. An interview may also be required. All applications will be carefully reviewed, and applicants will be notified of the Board's final decision on their applications.

GRANT AWARDS.

Grant monies will be distributed at the discretion of the Board of the Trust. A portion of the grant may be held until the recipient's final report is accepted by the Board

GRANT RECIPIENTS' RESPONSIBILITIES.

- Sign and return the Grant Acceptance Contract, and all additional information requested, by August 1, 2021. Failure to comply will cancel the grant.
- Obtain prior approval of the Trust Board before modifying an approved project.
- Fulfill the plan to share the project with the community and publicize the role of the Trust in supporting the project.
- Submit a final report documenting completion of the grant project, including photographs, as appropriate, and justification of qualified expenses with " PAID" invoices or cancelled checks.

Recipients of grants will include the statement "Made possible, in part, through a grant from the Acworth Community Charitable Trust" in any publicly released statements regarding the project. Trust support signage will be displayed if requested. Recipients may be asked to participate in media events to further community awareness of the Trust's activities.

SUBMISSION.

Completed application, pages 3-5 of this package, and all supporting documentation must be received by the Trust by April 1, 2021. Please mail one copy to:

Acworth Community Charitable Trust
PO Box 10
Acworth, NH 03601

Also, all applications **MUST** be submitted electronically (**WORD or PDF attachment or email text format only. NO internet links.**) by April 1, 2021 to frogwood@myfairpoint.net

**IF YOU ARE UNCERTAIN OF THE ACCEPTABLE ELECTRONIC FORMAT,
CALL OR EMAIL YOUR QUESTIONS IN ADVANCE.**

Questions, contact Stella Herpel, frogwood@myfairpoint.net (603) 835-2925 or
Betsy Snider, betsysnider@mac.com. (603) 863-4015

ACWORTH COMMUNITY CHARITABLE TRUST
PO Box 10, Acworth, NH 03601

APPLICATION FOR GRANTS TO ORGANIZATIONS , 2021

Date of Application:

Name of Organization:

Address:

CEO/President/Chair:

Phone:

Email:

Contact Person:

Address:

Phone:

Email:

NH Nonprofit Business ID # _____ 501c3# _____ (if applicable)

Are any Directors of the Trust involved in your governance or in any business relationship with your organization? Yes ___ No ___ If yes, please explain.

Category of Application (check one). Conservation ___ Historic Preservation ___
Special Purpose _____ Specify _____

Amount requested: ___ \$ _____

Summary of the proposal in 1-2 sentences

Please attach a statement in two pages or less describing the proposal. Include the project leaders and any partners in the project, the roles they will play, and their contact information. The Trust may contact any party mentioned in the proposal as part of its evaluation of the application. Include a budget for the proposal and the costs the Trust grant is to cover. If the project costs exceed the Trust grant amount, identify other sources of funding and specify the amount requested and the date when the award will be announced. Explain how the project will benefit the town of Acworth and its citizens and how these benefits will be shared with or communicated to the town at the completion of the project. Include a plan to publicize the Trust's role in supporting the project.

Attach any documentation to support your qualifications for the proposed project, repertory of your past accomplishments in the field, and other recommendations.

INCLUDE YOUR COMPLETED APPLICATION CHECKLIST BELOW

I hereby acknowledge that if any funds received by the organization are not used in accordance with the terms of the grant, the organization may be held liable for their repayment in full, as well as costs of collection.

Signed:

Printed:

Title:

Date:

FOR OFFICE USE ONLY

Date received:

Date presented to the Board of Directors:

Date and action taken:

Date contract received:

Check amount, number and date:

Date final report received:

Date of Board review of final report:

Adopted June 17, 2018. Revised 1-24-21

CHECKLIST FOR ORGANIZATIONAL GRANT APPLICATION

- ___ Application form completed and signed
- ___ Mission Statement and brief description of the organization
- ___ List of current directors and officers with contact information
- ___ Recent financial report and budget
- ___ Description of proposal to include
 - ___ Leaders, with roles and contact information
 - ___ Partners, with roles and contact information
 - ___ Project name and description
 - ___ Proposal budget, professional estimates for costs to be covered by grant, and sources of additional funding
 - ___ Is this proposal part of a larger project? If so, please describe
 - ___ Your organization's qualifications for conducting the project
 - ___ How the project will benefit Acworth and its citizens
 - ___ Plan for bringing your project back to the Acworth community
 - ___ Plan to publicize the Trust's role in supporting the project.
- ___ Supporting documents (Please list)
- ___ Electronic copy (**WORD or PDF attachment or email text only. NO internet links.**) submitted to frogwood@myfairpoint.net by April 1, 2021
- ___ Hard copy sent to ACCT, POB 10, Acworth NH 03601 by April 1, 2021