

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

2023 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:

1. **Conservation**, supporting projects to conserve Acworth’s natural resources.
2. **Historic Preservation**, supporting projects to protect, preserve and restore historic sites and artifacts in the town of Acworth.
3. **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:** Grants of up to \$3,000.00 are available. Deadline for receipt of applications is April 1, 2023. Awards will be announced by June 1, 2023.

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

1. The organization is based in Acworth, NH –OR-
2. The organization includes Acworth among its members or constituents –OR-
3. The organization is a registered nonprofit in NH or is 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:**

1. Sign and return the Grant Acceptance Contract, and all additional information requested, by August 1, 2023. Failure to comply will cancel the grant.
2. Obtain prior approval of the Trust Board before modifying an approved project.
3. Fulfill the plan to share the project with the community and publicize the role of the Trust in supporting the project.
4. 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, 2023. Please mail one copy to:

Acworth Community Charitable Trust  
PO Box 10  
Acworth, NH 03601

Also, all applications MUST be submitted electronically by April 1, 2023 and emailed to: [frogwood@myfairpoint.net](mailto:frogwood@myfairpoint.net) .

**NOTE:** *Only Word, PDF, or email text format applications will be accepted. The Trust will not accept or open internet/cloud hyperlinks to any application documents.*

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

Questions, contact: A) Stella Herpel: [frogwood@myfairpoint.net](mailto:frogwood@myfairpoint.net) +1-603-835-2925, or  
B) Betsy Snider: [betsysnider@mac.com](mailto:betsysnider@mac.com) +1-603-863-4015

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

APPLICATION FOR GRANTS TO ORGANIZATIONS, 2023

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:

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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 (*only WORD, or PDF attachment, or email text will be accepted*) submitted to [frogwood@myfairpoint.net](mailto:frogwood@myfairpoint.net) by April 1, 2023
- \_\_\_ Hard copy mailed to ACCT, PO Box 10, Acworth NH 03601 by April 1, 2023