



LANDER DISTRICT RECREATION BOARD GRANT APPLICATION
 *** PLEASE PRINT OR TYPE ***

1. Name of organization: _____
2. Mailing address: _____
3. Contact name, phone and e-mail: _____
4. Name and phone number of likely spokesperson for grant hearing/presentation:

Alternate (optional): _____

5. Organization's Officers (name, phone and e-mail address)

- President: _____
- Vice President: _____
- Secretary: _____
- Treasurer: _____

6. Estimated number of participants (not including audiences) and age group benefitting from your program:

<u>Age</u>	<u># of participants</u>	<u># of days</u>
0-6y	_____	_____
7-14y	_____	_____
15-21y	_____	_____
22-44y	_____	_____
45y and over	_____	_____

TOTAL # OF PARTICIPANTS _____ **TOTAL DAYS** _____

If grant is for performing arts: Number of performances _____ Expected audience/event _____

9. Lander District Recreation funds REQUESTED from PREVIOUS year \$ _____

10. Lander District Recreation funds APPROVED from PREVIOUS year \$ _____

***** GRANT REQUEST INFORMATION *****

****Note: If your organization is requesting multiple grants this year, please submit each separately.**

Project description: Describe as specifically as possible how the funds you are requesting will be used.

Types of projects/costs associated with your grant request (check all that apply):

Materials Equipment Rental Labor Capital improvement Other (describe below)

Project costs: Include a description, source of estimate if applicable and total cost of each item.

Materials: _____

Equipment: _____

Rental: _____

Paid Labor: _____

Capital improvement: _____

Other expenses: _____

TOTAL PROJECT COST \$ _____

Please describe your organization's contribution to the finances of this project:

Cash \$ _____ # of volunteer hours _____

Donated materials \$ _____ Funds from other grants \$ _____

(Note: Do not include amount requested in this grant application in "funds from other grants.")

TOTAL AMOUNT REQUESTED \$ _____

STATEMENT OF YOUR ORGANIZATION'S FINANCIAL POSITION/STATUS FOR PREVIOUS FISCAL YEAR

Please attach last year's financial statement (if any) and complete the form below.

Dates of your fiscal year (month/year):

Cash assets at the BEGINNING of your fiscal year – Date: \$ _____
(include money in banks, cash on hand, CDs, etc)

Income for your LAST fiscal year:

Memberships/dues \$ _____

Donations: \$ _____

Grant money received: \$ _____

Fund raisers: \$ _____

Miscellaneous income (describe below) \$ _____

Total income for LAST fiscal year \$ _____

TOTAL CASH PLUS INCOME (A) \$ _____

Expenses for LAST fiscal year:

Equipment, supplies, uniforms, etc: \$ _____

Facility costs (rent, maintenance, etc.): \$ _____

Salaries: \$ _____

Employee/volunteer training costs: \$ _____

Miscellaneous expenses (describe below): \$ _____

TOTAL EXPENSES: (B) \$ _____

TOTAL CASH REMAINING AFTER EXPENSES (A-B) \$ _____

(subtract line B from line A to provide total remaining cash)

Describe any significant change (increase or decrease) in this year's financial information from past years:

Explain any planned surplus funds or expected deficits. Please specifically explain any planned surplus and why this surplus is not used to fund proposed project:

I, the undersigned, attest and believe that the information contained in this Lander District Recreation Board Grant Application is correct and factual as of this date.

Signed: _____ Date: _____

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Please provide proof of your non-profit status or fiscal sponsorship (e.g Federally registered 501(c)(3),

A FEW REMINDERS IF YOUR GRANT REQUEST IS ACCEPTED:

If you receive a grant from this board, and once you have spent approved amount, the following will be required from your organization in order to receive reimbursement for purchases/expenses outlined above.

1. A brief cover letter summarizing your grant and a request for **REIMBURSEMENT** of specific expenditures.
2. A copy of the invoice(s), receipt(s) or cancelled check(s) for which you are requesting reimbursement. The Lander District Recreation Board will only disburse funds to your group to reimburse money spent. The board does not pay an invoice, performer, supplier or vendor directly.
3. Please add an itemized list of these documents with a total dollar amount requested for reimbursement.
4. A stamped, self-addressed envelope.

If you are unable to meet these requirements your grant reimbursement may be withheld and future requests may not be considered.

Please save this file to your device. Ten (10) printed, signed copies must be turned in to the Lander Parks and Recreation Office (405 Fremont Street), or mailed to the Lander District Recreation Board (P.O. Box 1673, Lander, 82520), by 12 p.m. (noon), Friday, January 5, 2018.