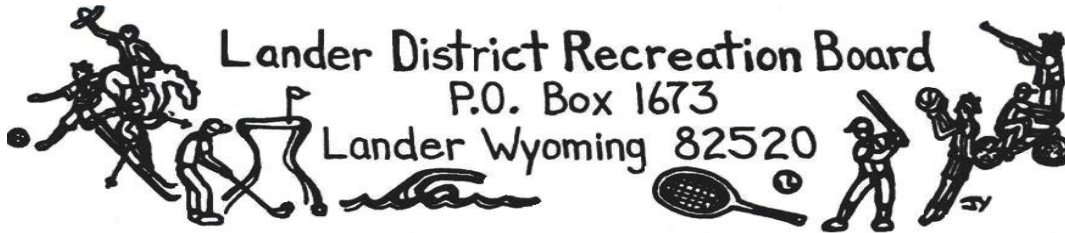


# STOP!

Please save this form to your computer and enter your information into the saved file. Do not complete this form in your web browser (Chrome, Safari, Firefox, Internet Explorer, Edge), as your information will not be saved. Remember also that you must be using Adobe Acrobat Reader.



## 2021 Grant Application

### INSTRUCTIONS:

- Please **save this form** to your computer before entering any information. To type into this form, you must use Adobe Acrobat Reader (free download: <https://get.adobe.com/reader/>). Otherwise, please print out the blank form and complete it manually.
- **If Submitting Paper Copies**, Sign and Copy your application 10 times, and Submit All 10 Copies to the Lander Parks and Recreation Office (405 Fremont Street), or mail them to the Lander District Recreation Board (PO Box 1673, Lander, 82520), by 12 p.m. (noon), Friday, January 8, 2021.
- **If Submitting Electronic Copy**, Sign and Save your application and Submit the Signed PDF to LDRB's email address ([landerrecboard@gmail.com](mailto:landerrecboard@gmail.com)) by 12 p.m. (noon), Friday, January 8, 2021. Note that you may type your name in lieu of a physical signature.
- Please include **proof of your non-profit status** or fiscal sponsorship (eg. 501(c)(3) filing, affiliation with Lander City Parks, registration with Wyoming Secretary of State, etc.)

### ORGANIZATION INFORMATION

**1. Name of organization:**

**2. Mailing Address:**

**3. Contact Name:**

**4. Contact Phone:**

**5. Contact Email:**

**6. Name & phone number of spokesperson:**

**7. Organization's Officers:**

Title	Name	Phone	Email
President			
Vice President			
Secretary			
Treasurer			

8. Please estimate:

Number of participants	Contact Hours (time spent participating in your program)	Age of participants in your program

*If grant is for performing arts:*

*Number of performances:*

*Expected audience per 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.

**1. Project description: Describe as specifically as possible how the funds you are requesting from LDRB will be used. Include requested funds for each category of your project.**

**2.Total project costs associated with your grant request (please include all costs associated with the whole project, not only funding requests):**

	Description	Source of estimate	Total cost
<b>Materials</b>			
<b>Equipment</b>			
<b>Rental</b>			
<b>Paid Labor</b>			
<b>Capital Improvement</b>			
<b>TOTAL PROJECT COST</b>			

**3. Please describe the sources of funds that will be used in your project, including your organization's contribution to the financing, and the total requested from the Lander District Recreation Board:**

		Description	Value
1	TOTAL COST of Project (from page 3)		
2	CASH from Your Organization		
3	VALUE OF VOLUNTEER HOURS that Offset Paid Labor		
4	VALUE OF DONATED MATERIALS and EQUIPMENT		
5	ANTICIPATED FUNDS from Grants and Donations (not including requested amt)		
6	TOTAL SOURCES OF FUNDING Excluding Lander Rec Funds (sum of rows 2 through 5)		
7	ADDITIONAL FUNDING REQUIRED (row 1 minus row 6)		
8	TOTAL AMOUNT REQUESTED in This Application		
9	PROJECTED SHORTFALL (row 7 - 8)		

## STATEMENT OF ORGANIZATION'S FINANCIAL STATUS FOR PREVIOUS FISCAL YEAR

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

1.	Fiscal Year Dates (start date to end date)	
2.	Cash assets at the BEGINNING of your fiscal year (include cash, money in banks, CDs, etc.)	
Income for your previous fiscal year		
3.	Memberships/Dues	
4.	Donations/Fundraising	
5.	Other Grant funding received	
6.	Other Income (please describe below)	
7.	Total income for last fiscal year (add rows 3-6 above)	
8.	Total cash plus income (add rows 2 and 7)	
Expenses for last fiscal year		
9.	Equipment, supplies, uniforms, etc.	
10.	Facility costs (rent, maintenance, etc.)	
11.	Salaries/Wages	
12.	Employee, volunteer training expenses	
13.	Other expense (please describe below)	
14.	Total Expenses (add rows 9-13)	
15.	Total Cash after expenses (row 8 minus row 14)	

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

17. 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:

**SIGNATURE**

*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: \_\_\_\_\_

Title \_\_\_\_\_

## FINAL REMINDERS:

PROOF OF NON-PROFIT: Please provide proof of your non-profit status or fiscal sponsorship (eg. 501 (c) (3) paperwork, affiliation with Lander City Parks or Fire Authority, registered with Wyoming Secretary or State, etc.)

### APPLICANT SUBMISSION:

- **If Submitting Paper Copies, Sign and Copy** your application 10 times, and **Submit All 10 Copies** to the Lander Parks and Recreation Office (405 Fremont Street), or mail them to the Lander District Recreation Board (PO Box 1673, Lander, WY 82520) by 12 p.m. (noon), *Friday, January 8th, 2021*.
- **If Submitting Electronic Copy, Sign and Save** your application and **Submit the Signed PDF** to LDRB's email address (landerrecboard@gmail.com) by 12 p.m. (noon), *Friday, January 8th, 2021*. Note that you may type your name in lieu of a physical signature.

SUCCESSFUL APPLICATIONS: If your grant request is approved and after encumbering the approved amount, your organization must provide us with the following:

1. A cover letter summarizing your request for reimbursement for expenditure, specifically requested in your grant application.
2. A copy of the official District Voucher, completed and signed.
3. Copies of the invoices, receipts, or cancelled checks for which you are requesting reimbursement.
4. A stamped, self-addressed envelope.
5. Send to Lander District Recreation Board, P.O. Box 1673, Lander, WY, 82520

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