



Beaufort Woman's Club, Inc. was established in 1921 as a 501 (c) (3) non-profit organization. Our mission is to make a positive difference in the community by supporting preservation, revitalization, education, and the economically depressed in Carteret County.

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## **2020 – 2021 Beaufort Woman's Club Grant Application**

All organizations receiving monies from Beaufort Woman's Club must submit a grant application to receive funding.

**DECISIONS** – Grants will be awarded on a case by case basis. Beaufort Woman's Club reserves the right to deny applications.

**DEADLINE** – Organizations may submit requests for funding by submitting a grant application during the year to the Beaufort Woman's Club. Organizations will be notified if their project is selected for funding on or before May 20 of the Club year. Grant funds will be released no later than June 1<sup>st</sup>.

**REPORTING** – Beaufort Woman's Club requires the organization receiving funding to submit a follow up report six months after grant funds have been obtained and applied to the approved project. This follow-up report should state the timeline for completing the project within the year.

GRANTS are not awarded for:

- Incomplete applications
- Annual fund or capital campaigns
- Administrative or operating expenses
- Political purposes or lobbying
- Activities that are restricted to members of a faith community or to promote a specific religious doctrine
- Loans or reimbursements
- Individuals for personal needs
- Re-granting by the applicant organization
- Organizations based and operating outside of Carteret County

Instructions: All applications should consist of the following:

- I. Cover Letter
- II. Proposal Narrative
- III. Required Attachments

Complete applications can be submitted electronically to [info@beaufortwomansclub.com](mailto:info@beaufortwomansclub.com) or mailed to P.O. Box 243 Beaufort, NC 28516

Failure to provide the information as requested may result in your application being excluded from consideration. Any questions for the 2020-2021 club year, may be addressed to committee co-chairs, Catherine Elkins 252 515 4799 and/or Lori Jones 919-395-7001.

**I. Cover Letter: Include a cover letter on letterhead that contains the following information in the following order:**

- Briefly explain the purpose of the project and the dollar amount requested
- Explain how your organization's proposed project fits with Beaufort Woman's Club's mission.
- How will support by the Beaufort Woman's Club be acknowledged?

- How did you hear about our Grant?
- Provide the contact person's name, title, daytime telephone number, e-mail address.

**II. Proposal Narrative (maximum of 4 pages): the following outline is a guide to the information to be provided in the proposal narrative.**

**A. Organization Background: Provide one to two paragraphs that clearly describe the organization's history, mission, and goals.**

**B. Project Details:**

1. Project Title
2. Discuss the anticipated results, goals or objectives for the project.
3. How will you measure and demonstrate the success of your project.
4. What community or population will benefit from the project?
5. How many people will be served in Carteret County by this project?
6. Start and end date – Describe the overall work plan including a timetable.

*If requesting money for a **Capital Expenditure**, in addition to #1-6, describe the equipment, how it will be utilized and the benefits the equipment will bring to your organization.*

**C. Finances:**

1. Provide the project cost of the total completed project.
2. Give complete details of your organization's income (all of your sources) and expenses.
3. List current sources of funding for this project (include money already received and pledged).
4. How will partial funding impact your project?
5. What will happen to your project if you don't meet your financial goals for your project?
6. Has your organization ever received funding from the Beaufort Woman's club? When? How Much? What were the funds used for?

**D. How your Organization works:**

1. How will you implement the project and what has been accomplished so far?
2. How does this project relate to your organization's mission?
3. Describe your organization's structure, board and staff responsibilities.
4. List the names and qualifications for key staff and/or volunteers relevant to your project request.
5. Is anyone on your board or staff a member of Beaufort Woman's Club?

**III. Attachments:**

**A. Other required materials:**

1. Current documentation of 501 (c)(3) and your EIN number
2. When students are the reason funding is being requested, please involve them in the process: include a separate 1-2 paragraph letter from 2-3 students, state why they are involved in the organization or project, what it would mean to them personally and to the others it might serve upon completion of project.

**B. Optional:**

- Letters of support (limit to two)
- Recent newspaper, magazine article
- Your brochures or any promotional materials
- Any current marketing materials for your fundraisers

**Please complete the page below and include it with your final application submission.**

I (we) understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information submitted, including attachments and supporting materials is true and correct to the best of my (our) knowledge.

Name and Position of authorizing official

\_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_

Signature of Contact person \_\_\_\_\_

Revised February 2020