

# NORTH MECKLENBURG WOMAN'S CLUB

Charitable Contribution Applications  
2021-2022 Funding Cycle

- ▶ A philanthropic organization dedicated to promoting and supporting social, educational, and civic progress in the community

**NMWC: MISSION**

- ▶ **NMWC awards charitable contributions to groups that:**
  - ▶ **Involve community organizing and/or economic development**
  - ▶ **Support positive change**
  - ▶ **Empower the local community and its residents**
- ▶ **Successful applicants will operate in accordance with the NMWC mission and the goal of creating a better life for the residents of our community**

## **NMWC: CHARITABLE CONTRIBUTIONS**

- ▶ Applications will be posted to the NMWC website in January 2021. Completed applications will be accepted for consideration until 5:00 p.m. April 15<sup>th</sup> 2021.
- ▶ All applications should be emailed in Word or PDF format with the Charity name in the Subject Line to: [charityrequest.nmwc@gmail.com](mailto:charityrequest.nmwc@gmail.com)

## THE PROCESS

- ▶ Applications will be reviewed by the Appropriations Committee in April and May of 2021 and recommendations prepared for the Board.
- ▶ The Board will consider the recommendations in June 2021 and seek input from the membership.
- ▶ Applications will be voted on by the Board in July/August 2021 and applicants will be notified of the results no later than August 2021.
- ▶ Monies will be disbursed May 2022.

## THE PROCESS

- ▶ **Charitable Contribution - Application Summary Sheet**
- ▶ **Charitable Contribution Request - Eligibility Requirements and Checklist for Completion**
- ▶ **Exhibits:**
  - ▶ **A. Sources of Income Table**
  - ▶ **B. Sample Non-Discrimination Statement**

## **THE APPLICATION PACKAGE**

# CHARITABLE CONTRIBUTION APPLICATION SUMMARY SHEET



- ▶ Applicant information
- ▶ Contact information
- ▶ Organization Information
  - ▶ Mission statement
  - ▶ 501c3 number
  - ▶ Number of employees, volunteers, and clients
    - ▶ Should be from *this* calendar or fiscal year

## SUMMARY SHEET



- ▶ **Grant request information**
  - ▶ What type of grant is requested?
  - ▶ How much?
  - ▶ How will you use it?
  - ▶ Describe prior awards with amount and year

**SUMMARY SHEET**



- ▶ **Financial Information**
  - ▶ **What period of time?**
  - ▶ **Income?**
  - ▶ **Expenses?**
  - ▶ **Is this a general budget or a specific program/project budget?**
- ▶ **Signature of Executive Director**

**SUMMARY SHEET**



# CHARITABLE CONTRIBUTION ELIGIBILITY REQUIREMENTS



- ▶ 501c3 designation providing/promoting social, education, and civic progress
- ▶ Services provided in and around north Mecklenburg County
- ▶ May not discriminate
- ▶ Demonstration of a significant demand for services and the ability to effectively respond
- ▶ Completion and Timely Submission of: Summary Sheet, Narrative Question Responses, Required Attachments

## ELIGIBILITY REQUIREMENTS

# CHECKLIST FOR COMPLETION OF APPLICATION



- ▶ **Narrative Question Responses**
  - ▶ **In 3 pages or less describe:**
    - ▶ **Organization background and community impact**
    - ▶ **Goals and objectives: macro and micro**
    - ▶ **Current services**
    - ▶ **Community collaborations or partnerships**
    - ▶ **How NMWC volunteers can help you**

# APPLICATION CHECKLIST

## ▶ Required Attachments

- ▶ Budget including revenue and expenses
- ▶ Current financials [income and expense statements, balance sheet]
- ▶ 501c3 determination letter
- ▶ Current tax forms [990/990Z/990N]
- ▶ Audit if available

# APPLICATION CHECKLIST

- ▶ **Required Attachments**
  - ▶ Information concerning contributors over \$5,000
  - ▶ Board of Directors Information
  - ▶ Sources of income
    - ▶ **Form provided**
  - ▶ Board adopted Non-Discrimination Statement, if any
    - ▶ **Sample provided**
  - ▶ Key paid staff information

# APPLICATION CHECKLIST



- ▶ *Recipients awarded a grant for the 2021/2022 funding cycle will be required to submit a Grant Report*
- ▶ *Receipt of a grant for the 2021/2022 funding cycle may impact eligibility for future funding cycles*

**THE FUTURE: IMPORTANT NOTES**



- ▶ We genuinely enjoy working with you and appreciate your interest in NMWC monetary and volunteer support
- ▶ If you have questions, please visit our website at [www.nmwcclub.org](http://www.nmwcclub.org)
- ▶ All application forms may be found on the website
- ▶ All completed applications should be submitted to [charityrequest.nmwc@gmail.com](mailto:charityrequest.nmwc@gmail.com)

**THANK YOU FOR ALL YOU DO!**