



The mission of the Landfall Foundation is to provide funds to local non-profit organizations for programs and projects that provide for the Arts, Education, and Health and Welfare in the Greater Wilmington, North Carolina area.

2012 GRANT APPLICATION FORM

The Foundation is grateful for your interest in receiving a Grant Award this year. We hope that the information below will guide you in completing your application.

If you have any questions, you may contact one of the Grants Committee Co-Chairs:

- Barb Biehner, barb.biehner@landfallfoundation.org or 910-795-7584
- Carol Drury, cldrury@ec.rr.com or 910-256-2348

2012 GRANT APPLICATION QUALIFICATIONS/REQUIREMENTS

1. You must be a non-profit organization and a current copy of your IRS Tax-Exemption letter must be included with your application.
2. **You are NOT eligible for a grant if your organization:**
 - or your project is not part of the Greater Wilmington area.
 - operates as a private non-operating foundation.
 - is engaged in any way in the promotion or advancement of political or religious beliefs.
 - will transfer any portion of a Landfall Foundation Grant Award to any other organization.
 - received a 2011 award and has **not** submitted a final or preliminary report by May 15, 2012.
3. The Foundation accepts one grant application from an organization. If there are multiple applications from the same organization, the organization's director/principal decides which application to submit.
4. Six (6) copies of the application as well as six (6) copies of all supporting documents including your financial report must be postmarked by the US Postal Service no later than **June 1, 2012**.
5. All portions of the application must be completed.
6. The Foundation expects that any funds awarded will be used solely for the purpose set forth in the Grant Application project.

PART I: YOUR ORGANIZATION

Organization Name: _____

Street Address: _____

City, State, & Zip Code: _____

Project Title: _____

Category Of Entry:

_____ Art _____ Education _____ Health & Welfare

Amount Requested: \$ _____ (Not To Exceed \$6,000)

Summarize Your Project In 50 Words Or Less:

Name of Key Contact Person: _____

Title: _____

E-mail address: _____

Organization Website: _____

Telephone: _____ Fax: _____

Name of Additional Contact Person: _____

Title: _____ Fax: _____

E-mail address: _____

Organizations mailing address (if different from street address):

Should changes occur in your organization or in the project for which the funds are sought, you must inform one of the Grants Committee Co-Chairs as soon as possible.

1. Is your project eligible for city, county, state, or federal funding? If YES, please provide as many specifics as possible. YES () NO ()
2. Briefly summarize your organization's background, goals, and current programs and how this grant would help your organization meet its goals.
3. Describe your organization's structure. Attach a list of your Officers and Directors complete with addresses and phone numbers. Please indicate which Officers or Directors, if any, are paid by your organization.
4. State what percentage of your organization's total revenue is spent on overhead and other administrative expenses.

PART II: PROJECT/PROGRAM (Please quantify whenever possible.)

1. Describe the need that the proposed project will address.
2. Describe the objective of the project and indicate how individual lives of the recipients will be improved and **how many people will benefit.**
3. If this project is part of a larger program, describe how a Landfall Foundation Grant will make a difference within the overall project.
4. What strategies will you employ to accomplish the project objective? Will you use volunteer help in this project? YES () NO ()
If YES, how many volunteers will be involved and how will they be used?

5. How will you recognize the Landfall Foundation for its contribution to your organization?

6. State how, when and who will conduct an evaluation to measure how well your project is meeting its objectives.

PART III: FINANCIAL INFORMATION

1. Provide six (6) copies of a complete **project budget**, including income and expenses, for the project for which you are requesting funds.

2. List the names of organizations, both public and private, to which you have applied for support for this specific project/program. Also, show the amount requested and the status (pending, approved, or disapproved).

3. If funds are to be used for construction or equipment acquisition, will competitive bids be obtained? If so, summarize the bidding process.

4. Provide six (6) copies of your most recent annual Financial Statement, including a balance sheet and statement of your income and expenditures. If unavailable, please explain.

PART IV: REPORTING REQUIREMENTS – 2011 Grant Recipients only

If you received a Landfall Foundation Grant in 2011, you must mail (see below) a final or preliminary progress report for the project before submitting an application for 2012. **The Report (form can be found on our website) must be received no later than May 15, 2012.**

PART V: SUBMITTING YOUR APPLICATION

Please mail to the address below:

- 1. Six (6) copies of a current 501(c)(3) document (tax exempt letter)**
- 2. Six (6) copies of your fully completed grant application**
- 3. Six (6) copies of your financial report**
- 4. Six (6) copies of your board of directors**
- 5. Six (6) copies of a complete project budget applied for in this application**

I hereby certify that all the statements on this application and all the information contained herein are complete and true to the best of my knowledge and that the organization applying for this grant complies with all requirements for eligibility as found on page one (1) of this application.

Date _____

Signature _____

Printed Name _____

Title _____

This Application must be US postmarked no later than June 1, 2012 to:

**Grants Committee
Landfall Foundation
1924 Pembroke Jones Drive
Wilmington, NC 28405**

**THE ADDRESS ABOVE IS FOR RECEIPT OF US POSTAL MAIL ONLY.
Delivery in person or by private carriers cannot be accepted at this address.**

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