



New Richmond Area  
**Community Foundation**  
*leadership • philanthropy • collaboration*

## **Grant Application Guidelines**

The goal of our competitive grants program is to improve the fabric of the New Richmond community. The New Richmond area is generally defined as the area encompassing the School District of New Richmond. We recognize that there are services and programs that are provided by organizations located outside of this area that benefit the community. The benefit of program services to the New Richmond community must be reflected in the grant application.

**Application Deadlines: April 15 and October 15.** The deadline is extended to Monday when the 15<sup>th</sup> falls on a weekend. Applications must be submitted by midnight of the deadline date.

**Types of Support:** Applicants may apply for project support or unrestricted/general support. Applicants are directed in application form to complete sections according to type of support requested.

**Grant Term:** Grant activities during the spring round must start no earlier than July 1; grant activities during the fall round start no earlier than January 1. Projects must be completed within a 12-month period.

**Grant Notification:** Spring applicants are notified by mid-June; Fall applicants are notified by mid-December.

**Grant amount requests range up to a maximum of \$2,500.**

### **Eligible Applicants:**

- Nonprofit organizations with 501(c)(3) status or groups that have an appropriate fiscal sponsor, and government entities (i.e. schools and municipalities).
- Churches and religious organizations may apply for support for activities that benefit the larger community, but not for activities that have a specific religious purpose.

**Grants cannot be made to individuals.**

**Organizations may only submit one application per grant round.**

**Priority is given to applications addressing one or more of our Destiny Drivers and special focus areas designated by the Board of Directors:**

- Leadership
- Hunger
- Literacy
- Shelter
- Pathways
- Youth & Families

**The Foundation does not accept applications for funding for the following:**

- Endowments
- Re-granting by another organization
- Political organizations
- Direct support of individuals

**The grant application form is available on our website as a fillable PDF. Download and save the application form to your computer.** Save the application file as your organization's name (abbreviations are fine). You may save work and return to the application as needed.

**Please note the character count limit for each narrative section.** Characters include spaces and punctuation. Text extending beyond the character limit will not appear on the form.

**Submit the application as an attachment in an email to [info@nracfoundation.com](mailto:info@nracfoundation.com).** Your application may be submitted as one or more documents (PDF or Word/Excel documents). You will receive a confirmation of your application within a few days of submission.

**Final Report:** Grantees are required to submit a final report within 90 days of completing their project. The report form is available on our website.

**Questions:** Contact Margret Swanson, Executive Director  
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