



Grant Request Packet

For grant requests ranging \$50,000 or more

These requests will be accepted no later than April 15 of each fiscal year and reviewed only at the meeting following this deadline.

ATTN: Kelly Eastes * 970 N. Glenn Rd * Casper, WY 82401 * 307-253-5370

The Natrona County Recreation Joint Powers Board (NCRJPB) invites non-profit applicants to apply for grant money that aligns with the board's funding philosophy:

FOCUS

The Board will fund proposals that benefit the community of Natrona County, with a focus on the recreational needs of children and families. Recreation is defined as an activity that engages one either physically or intellectually.

PRIORITIES

Funding priorities will be determined by two tenets. Proposals should meet one or more of these tenets, and should furthermore delineate how that proposal meets the Board's funding focus.

The three tenets are:

- Fulfilling or improving an unmet infrastructure need
- Fulfilling or sustaining an unmet or ongoing programmatic need

The Board, at its discretion, may choose to focus on any of these tenets in a given funding cycle.

Funding priorities may be set when the board's annual budget is set and will be communicated to the applicant.

The NCRJPB reviews grant applications requesting \$50,000 or more per the following:

- In April, May, or June of fiscal year: Grant requests reviewed
- In July, August, or September of next fiscal year: Grant presentations from requested agencies.
Grants requesting \$50,000 or more are required to prove a 25% of total amount requested in matching funds or in-kind donations.

In order to apply for monies, organizations are required to complete a multiple step process:

1. Fill out and submit a completed Grant Request Packet including Attachment A.
2. Upon review and acceptance of Grant Request Packet by the NCRJPB, complete the grant application as requested by the board.
3. Present grant application to the board at future meeting.
4. Attach a financial report for the last three years, including a balance sheet that includes profits and losses.
5. Include a list of other grants that have been received for this project.
6. Provide proof of non-profit tax status.

Due to the NCRJPB meeting schedule and the multiple step process, grant monies are not typically available for projects with less than a six month due date.

By checking this box, I agree that I have read the above information and understand that my application will not be considered for funding if I do not meet the board's criteria and timelines.



Grant Request Form

ATTN: Kelly Eastes * 970 N. Glenn Rd * Casper, WY 82601 * 307-253-5370

Organizational Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Email: _____

Is the organization a non-profit? YES NO

Organization's Mission: _____

Has your organization received funds from this board in the past? YES NO

If YES, please list the projects and amount received: _____

Project/Grant Request Title: _____

Total amount of funds being requested: _____

Please attach a detailed breakdown of your budget to this application and the last 3 years of financial statements including profits and loss.

If the total amount of funds being requested is \$50,000 or more, you are required to fill out Attachment A of this grant request form

Can funds be dispersed over quarters or years? YES NO

If YES, how should the funds be dispersed: _____

When are the funds needed: _____

How many people are expected to be impacted by project? _____

How many are children? _____

How does this project meet a recreational need for the community: _____

Why is the funding needed:

Please submit this completed application to:

Natrona County Recreation Joint Powers Board
ATTN: Kelly Eastes
970 N. Glenn Road
Casper, WY 82601

If the board is interested in your project, you will be contacted regarding submitting a full grant request. Please note that no additional information will be accepted at this time.



Grant Request Form

Attachment A Matching Funds/In-Kind Donations

ATTN: Kelly Eastes * 970 N. Glenn Rd * Casper, WY 82601 * 307-253-5370

For grant funding requests ranging from \$1-\$49,999:

- This attachment is optional.
- These requests will be accepted throughout the fiscal year and reviewed at each quarterly meeting.
- If you have any matching funds or in-kind donations you would like to disclose, please list them.

For grant funding requests ranging \$50,000 or more:

- This attachment is REQUIRED.
 - These requests will be accepted no later than April 15 of each fiscal year and reviewed only at the meeting following this deadline. Any request received after this deadline will not be considered until the following fiscal year.
 - Grant are required to prove 25% of total amount requested in matching funds or in-kind donations. Please disclose matching and in-kind donations below.
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Please list all matching funds and in-kind donations. Please denoted whether these funds have been awarded or expected, or any other requirements attached to the funding: