

Carrie Winter Charitable Trust

Grant Application Procedures and Guidelines

The Carrie Winter Trust was established to provide funds to benefit the youth of Richland County.

Funds are distributed semi-annually during the months of May and November.

To be considered for grant funds, applications must be received at the Trustee's office by end of business on May 1 for the first period and Nov 1 for the second period. If May 1 or November 1 should fall on a Saturday or Sunday, applications are due the prior business day.

The Carrie Winter Trust is administered by the

**First National Bank in Olney Trust Department
101 E Main St • PO Box 100
Olney, IL 62450**

with the guidance of an Advisory Committee in accordance with the terms of the trust. The Advisory Committee includes a four member committee, with one individual representing each of the following organizations: Richland County Bar Association, the Olney Rotary Club, the Dundas Ruritan Club and the Olney PEO.

The Advisory Committee will review all of the qualified grant applications for any given funding cycle. They will evaluate the quality and merit of each proposed project or activity as well as the community presence and reputation of the organization submitting the request. All applicants will be notified in writing of the Committee's decisions.

The Carrie Winter Trust is a private foundation within the meaning of Section 509 (a) of the Internal Revenue Service code, and it is a recognized tax-exempt organization under Section 501 (c) (3). A copy of the Trust's IRS determination letter is available on request.

Carrie Winter Charitable Trust Grant Application Basic Information Form

1. Applying Organization:

Name: _____

Project: _____

Address: _____

City: _____ State: _____ Zip: _____

Grant Contact Person:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

2. Amount of funds requested: \$ _____
Will you accept partial funding? Yes No
3. How many Richland County youth are involved in the organization/project/program for which you are requesting funding? _____
4. What is the age range of youth involved in the organization/project/program? _____
5. Does your organization/project/program benefit Richland County youth only? Yes No
If not, what percentage are Richland County Youth? _____
6. If grant is approved for funding, mail check to:
 Organization Contact Person
7. Organization's Federal Tax ID Number: _____
8. This organization is:
 an IRS recognized 501 (c) (3) entity (attach copy of IRS determination letter)
 a tax-supported governmental entity
 other _____

9. Grant Application checklist of required information:

- Basic Information Form
- A brief narrative describing the project and/or program for which funding is being requested, including an assessment of need, primary beneficiaries, plans for implementation, other sources of funds and means of assessing results
- A brief statement describing the organization's history, activities, objectives and purposes
- An itemized budget for the proposed project, including a statement of amount of organization's own funds that will be applied to the project
- A list of the organization's principal officers and/or directors, including address and phone number
- IRS Determination letter (if applicable)
- The signed grant application certification stating the information in the application is correct and accurate (form is included in this application packet)

ALL APPLICATIONS MUST ADHERE TO THE FOLLOWING PROCEDURES TO BE CONSIDERED FOR FUNDING

- All applicants programs/projects must benefit the youth of Richland County, Illinois
- All applications are limited to a maximum of 15 pages
- All applications must include all required items listed on the above grant application checklist, in exact format as provided on #9 of application, and signed copy of the grant application certification.
- All applications must be submitted in six (6) identical copies
- Each copy of the application must be stapled ~ no paper clips, covers or folders of any type. No cover pages.
- The grant deadline dates and times will be strictly adhered to, based on the date and time received in the offices of the Trustee, not based on date mailed

GRANT APPLICATION CERTIFICATION

I hereby certify that:

- The information set forth in this grant application and the supporting documentation is correct
- The Internal Revenue Service 501 (c) (3) determination letter (if applicable) has not been revoked, cancelled or modified
- No funds received pursuant to this application will be used for activities prohibited by the 1969 Tax Reform Act, as amended
- All funds received pursuant to this grant request will be applied to the project or program as described in this application

SIGNED: _____

DATE: _____

PRINTED NAME: _____

POSITION /TITLE: _____

(This signed form must accompany grant application request)