

Carrie Winter Charitable Trust

Grant Application

Procedures and Guidelines

TRUSTEE

**First National Bank in Olney
Attn: Trust Department
101 E. Main St. • PO Box 100
Olney, Illinois**

Carrie Winter Charitable Trust Grant Application Basic Information Form

1. Applying Organization:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Grant Contact Person:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

2. Amount of funds being requested: _____

Will you accept partial funding? Yes No

3. Organization's Federal Tax ID Number: _____

4. This organization is:

an IRS recognized 501 (c) (3) entity (attach copy of IRS determination letter)

a tax-supported governmental entity

Grant Application checklist of required information:

- 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**
- A signed application request certifying that the information in the application is correct and accurate (form is included in this application packet)**

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

It is administered by the First National Bank in Olney Trust Department, with the guidance of an Advisory Committee comprised of individuals from four local organizations, selected in accordance with the terms of the trust.

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

To be considered for grant funds, applications must be received at the Trustee's office by 10:00 AM on May 1 for the first period and Nov 1 for the second period.

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

- All applications are limited to a maximum of 15 pages
- All applications must include the Basic Information Form, in exact format provided, as page one of application
- 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
- 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
- Any application utilizing the Illinois Retailer Occupation tax number in place of the Federal Tax Identification number will be automatically rejected from consideration
- All applying organizations must provide full and complete verification that it is either a qualified 501 (c) (3) entity OR is eligible for funding consideration by virtue of being a tax-supported entity. Failure to provide adequate verification of this qualifying requirement will result in automatic rejection of grant application
- Recognition of an organization by the State of Illinois as a not-for-profit corporation or organization DOES NOT automatically qualify an organization for federal tax-exempt status

The Advisory Committee will review all of the qualified grant applications for any given funding cycle, and all applicants will be notified in writing of the Committee's decisions.

The Advisory Committee 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.

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.

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)