



New Sharon Recreation and
Economic Development Foundation

PO Box 507 New Sharon, IA 50207

STATEMENT OF PURPOSE

The New Sharon Recreation & Economic Development Foundation is a nonprofit organization dedicated to advancing the community of New Sharon through funding of projects and programs designed to benefit the community and develop leadership.

Funds will be used to match other funds or in-kind efforts. The New Sharon Recreation & Economic Development Foundation should not be the sole support for a project or program.

The New Sharon Recreation & Economic Development Foundation funds should be a way to expand, enlarge, or enrich a program or project and should not be used for operational costs or regular maintenance.

The New Sharon Recreation & Economic Development Foundation funds will not be allocated to support any religious activities of any church or faith. However, the New Sharon Recreation & Economic Development Foundation will consider support of community-wide efforts which one or more churches may be developing or assisting.

The New Sharon Recreation & Economic Development Foundation's financial records and decision process will be available for public review and comment.

The New Sharon Recreation & Economic Development Foundation will focus on concerns for small projects involving \$1,000 or less and larger projects of over \$1,000. Attached are applications for both funding ranges.



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APPLICATION FOR FUNDING OF OVER \$1,000.

Please complete the questions and attach the cover page included in the packet. Read the following instructions carefully.

- 1. Complete all of the questions.*
- 2. Provide answers to the questions on a separate sheet of paper. Please limit your response to three (3) type-written pages. Exhibits may be extra.*
- 3. Be as specific as possible and provide enough detail so a complete understanding of the project can be achieved.*
- 4. Provide only information pertaining to this project.*
- 5. Provide supporting material necessary to document your discussion of the project.*
- 6. Complete and include the cover page with your application.*

Applicants agree they will report to the Foundation Committee the status of all fund-raising efforts should the committee grant their request for funds. During the project, the recipient will report any deviations from the budget presented to the Foundation Committee for approval. Should funds remain after the project is completed, the recipient agrees to return the excess to the Foundation.

Your project will be assigned a Foundation Committee member. This person will be your contact with the Foundation for questions and communication during the application review process. Should your request be approved, this person will monitor the progress of your project and report to the Foundation.



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APPLICATION QUESTIONS

1. *The Organization.*
2. *Briefly describe your organization's purpose, mission, size, membership, leadership and past projects.*
3. *The Project.*
 - a. *Describe the proposed project for which you are applying for funds. Include in your discussion enough information so the Foundation Committee can gather a complete understanding of your goals.*
 - b. *Describe the need for this project and who will benefit?*
 - c. *Does this project replace a present program, if so, explain?*
 - d. *Outline the timetable for the project, from beginning to end.*
 - e. *Discuss the planning your organization has done on this project.*
 - f. *Who will administer the project?*
4. *The Community.*
 - a. *How were the needs identified when your organization developed this project. Discuss your analysis.*
 - b. *Discuss the project's objectives and goals.*
 - c. *Will this project compliment or compete with other community projects or programs? If so, in what way(s). Please detail.*
5. *The Cost.*
 - a. *Describe how the Foundation funds will be used in detail.*
 - b. *Are there other funds or in-kind efforts that will be used to make this project or program a success?*
 - c. *If applicable, provide a detailed income and expense budget for the project. Discuss how you arrived at your cost estimates.*
 - d. *If this project requires on-going funds, such as operations or maintenance expenses, please explain what you anticipate these costs to be and how they will be covered.*



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APPLICATION COVER PAGE

Complete and attach this page to your Application response and deliver to the address listed below.

Organization Name _____
Address _____ City _____
_____ State _____ Zip Code _____

Is this an IRS registered non-profit organization? _____ YES _____ NO

If yes, please provide your 501(C)(3) number _____

Contact for questions or clarification the Foundation Committee may have: Contact
_____ Title or
relationship to project _____ Telephone _____
_____ Best time contact

Total Funds Requested from Foundation: \$ _____

The undersigned agrees to provide the Foundation Committee with periodic progress reports of the project. A final accounting of costs must be forwarded to the Foundation within 30 days of completion of the project. Any remaining funds raised for this project must be returned to the Foundation, as outlined in the Instructions.

This application is presented to the New Sharon Economic and Recreation Development Foundation this _____ day of _____, 20____.

Printed Name of Project Administrator

Signature of Project Administrator



**New Sharon Recreation and
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APPLICATION FOR FUNDS OF \$1,000 OR LESS

Complete the information below, and attach a detailed description of your project need. Please deliver all to the address listed at the bottom of this page.

Organization Name _____

Address _____

City _____ State _____ Zip Code _____

Is this an IRS registered non-profit organization? _____ YES _____ NO

If yes, please provide your 501(C)(3) number _____

Contact for questions or clarification the Foundation Committee may have:

Contact _____

Title or relationship to project _____

Telephone (____) _____

Best time contact _____

Total Cost of Project: \$ _____

Total Funds Requested from Foundation: \$ _____

Estimated Date of Completion: _____

The undersigned agrees to provide the Foundation Committee with periodic progress reports of the project. A final accounting of costs must be forwarded to the Foundation within 30 days of completion of the project.

This application is presented to the New Sharon Economic and Recreation Development Foundation this _____ day of _____, 20____.

Printed Name of Project Administrator

Signature of Project Administrator



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PROJECT DESCRIPTION FOR REQUESTED FUNDS OF \$1,000 or LESS:

Organization Name _____

Project Description: *(Attach additional pages if necessary)*

(Attach additional pages if necessary)