

OPL CHARITIES GRANT APPLICATION

1000 Market Street, Building One, Suite 300, Portsmouth, NH 03801

This form should be returned with your cover letter and supporting documentation to the attention of Lisa Allis

In order to be considered for a funding grant an organization must not have a cost of salaries, wages and benefits of higher than 25% of the organization's annual expenses. All applicants will be carefully screened before being considered.

Date of Application: _____

(1) Name of Organization: _____

Address: _____

Telephone: _____

Fax: _____

(2) Contact Person for information pertaining to this request

Name: _____

Title: _____

Telephone: _____

(3) Summarize description of organization's objectives and needs. (Please be concise - do not exceed space provided)

(4) Financial Information:

Fiscal Year: _____ to _____

Organization's total operating budget: _____

Sources of support: _____

(5) Does the organization have annual outside audits? Yes ____ No ____

(If No, please explain) _____

Is a copy available upon request? Yes ____ No ____

(If No, please explain) _____

(6) Legal and Tax Status

(7) Describe details of grant usage:

(8) Signature of the chief staff person and volunteer officer of the Board, indicating the Board's approval of this request and certifying that the organization does not discriminate on the basis of race, color, age, sex or national origin. This signature also certifies the organization's commitment to file appropriate reports detailing the grant's use as indicated in this application.

Print Name (*Chief Staff Person*)

Print Name (*Volunteer Officer of the Board*)

Signature

Signature

Title

Title

****PLEASE NOTE, COMPLETION AND ACCEPTANCE OF THIS APPLICATION DOES NOT, IN ANY WAY, OBLIGATE OPL CHARITIES ****

- > **Please be sure your letter contains all of the information outlined in the basic instructions and appropriate signatures.**
- > **Attach a copy of the IRS letter indicating your tax-exempt status.**
- > **Attach a list of your current Board of Directors.**
- > **Attach a copy of your budgets (both program and organization)**
- > **Attach a copy of your most recent financial statement and Form 990.**
- > **Attach a copy of your organization's charter.**