

# GREATER LAKES REGION CHILDREN'S AUCTION APPLICATION

PO Box 7296, Gilford, NH 03247-7296 • (603) 293-4700

## ELIGIBILITY & CRITERIA

The Greater Lakes Region Children's Auction Grant Committee looks for opportunities where a modest amount of funding can help an organization accomplish a significant result. Grants generally range from \$500 to \$25,000. The review process is highly competitive, and the board seeks the most productive uses for the limited funds available.

Proposals are sought from organizations which demonstrate in their application:

- Tax exempt status under Section 501(c)(3) of the Internal Revenue Code and/or public agency status
- A primary base of operations and service provision in the Greater Lakes Region
- A proven history of providing value to the children of the local community, especially children from families of low to moderate income
- Organizational sustainability
- The ability to leverage other funding and/or voluntary support
- The ability to provide the most value with the requested funding
- Cooperation or collaboration with other organizations for greater impact
- Beneficial usage of previous funding supplied by the Greater Lakes Region Children's Auction (where applicable)

Grants are generally not awarded:

- To replace public funding or for purposes which are a public responsibility
- For political, sectarian or religious purposes
- For deficit reduction or to support activity which has already been completed
- To support academic research

## APPLICATION PROCESS

Please note that in completing the assessment and research necessary to properly present a proposal for funding consideration, we may consult with knowledgeable individuals and agencies active in the same field and may discuss, in general terms, any proposal under consideration.

## APPLICATION TIMING

Applications are accepted annually and must be received by November 10th for process A and urgent items. Applications for process B, C & D must be received by December 15th. Grant recipients for process A will be notified by December 15th. All others will be notified by February 15th.

*(continued on reverse)*

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## **PROPOSAL NARRATIVE**

Please include the name of your organization or agency, contact person's name and phone number at the top of each page of your Proposal Narrative.

1. Program (250 words): Briefly describe your organization, current programs and services, track of success and accomplishments of the previous year. Why is now a good time for the Greater Lakes Region Charitable Auction to invest in this work?
2. Organizational Background (100 words): Provide a brief history of the organization
3. Organizational Management: (200 words): Summarize the most significant leadership strengths and capacities of your senior management team and board.
4. Grant Request Description (250 words): Briefly describe how you intend to use the grant request, including major activities and time periods, and communities that will be affected. Please highlight the number of children that will be served, noting the percentage that come from low to moderate income households.
5. Financial Strength (250 words): Briefly discuss the financial stability of your organization and your organization's approach to sustainability, including diversification of funding and the role of fundraising and community partnerships.
6. Previous Grants (250 words): If you have previously received funding from the Charitable Auction, please describe how you used the funds to benefit to your organization and community.
7. Is there anything else we should know?

## **QUESTIONS**

Questions should be submitted in writing to [apply@childrensauction.com](mailto:apply@childrensauction.com)



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## APPLICATION COVER SHEET

Name of Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Organization telephone number: \_\_\_\_\_

Primary email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Contact for this proposal: \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Fiscal agent (if applicant is not a 501(c)(3) organization): \_\_\_\_\_

Requested grant amount: \$ \_\_\_\_\_

What percentage of your grant request is to fill an immediate (holiday season) need (such as warm clothing, food, presents, etc.)? \_\_\_\_\_

Please check which of the following items match your request:

- A. Providing basic needs to children, to include but not limited to, food, clothing, shelter, holiday gifts and hygienic needs.
- B. Eliminating or mitigating the need for basic and extended services for children.
- C. Efficiently funding capital initiatives that improve the lives of children or enhance the ability of your agency to deliver your services.
- D. Providing educational/recreational services to children that they may not be able to afford otherwise

Complete applications must be submitted in by email to [apply@childrensauction.com](mailto:apply@childrensauction.com) and should include:

1. A completed application cover sheet
  2. A fully completed proposal narrative
  3. A current list of Board Members
  4. Proof of 501(c)(3) status
  5. For requests under \$5,000
    - A profit & loss statement for the previous fiscal year
    - A current balance sheet
    - A current organizational operating budget for this fiscal year and last fiscal year
  6. For requests over \$5,000
    - Your latest 990 form
    - Your latest audited financial report
    - A current organizational operating budget for this fiscal year and last fiscal year
    - Proof of insurance
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