



GRANT APPLICATION INSTRUCTIONS and CHECK LIST

EVERY SECTION MUST BE COMPLETED. Incomplete applications will be returned and will not be reviewed. If an item is not applicable please indicate N/A. Please print clearly or type the application and sign it. If your email and/or phone are not legible, we will not be able to contact you with questions and you will not receive a grant. In general, **FOR-PROFIT AND PRIVATE SECTOR APPLICANTS** are not eligible for a grant. You must be a public qualified IRS 501(c)(3) non-profit organization or a government entity.

All project proposals and grant requests over \$25,000 must be received by the Foundation by March 1 for the spring review or September 1 for the fall review to be considered by the Foundation in the semi-annual grant review process. Please note that the grant deadlines of September 1 and March 1 apply to grants that are for \$25,000 or more. The Board of Directors reserves the right to review any request at their discretion.

Summer Programs: All archery equipment grant applications for summer programs must be submitted by February 1st. Approval/Denial notification will be sent within 90 days.

Fall Programs: All archery equipment grant applications for fall programs must be submitted by April 1st. Approval/Denial notification will be sent within 90 days.

REQUIREMENTS FOR ALL APPLICANTS/CHECK LIST: Please visit www.esdf.org for information on the review process.

Application – Complete and Signed with FEIN# listed

Please tell us how your organization will partner with us to help support our programs, centers, efforts and our mission?

Itemized list of how the funds will be used

Copy of the 501(c)(3) IRS determination letter or IRS Government Entity Letter. Contact IRS to get a copy of the letter at 1-877-829-5500. This is not the W9 Form or the Sales Tax Exemption Certificate. [Sample IRS Letter](#).

Copy of the most recent 990 form:

990-N: Gross receipts normally ≤ \$50,000 **Note:** Organizations eligible to file the *e-Postcard* may choose to file a full return

990-EZ or 990: Gross receipts < \$200,000, and Total assets < \$500,000

990: Gross receipts ≥ \$200,000, or Total assets ≥ \$500,000

USA Archery Certification is a requirement for all archery programs supported by the Easton Foundations

Olympic Archery in Schools – [OAS Coach Study Guide](#) is a requirement if requesting funding for equipment

Applicable to all archery grants requesting equipment: [Program Questions](#)

Learn more about the review process by visiting www.esdf.org

Grant proposals must be submitted via e-mail to grants@esdf.org. No hard copies will be accepted. Applications must be signed.

GRANT APPLICATION

For Internal Use Only: **GRANT #:** _____ **Received Date:** _____

SECTION 1 – ORGANIZATION EXEMPTION STATUS (MUST INCLUDE A COPY OF RULING):

IS YOUR ORGANIZATION AN IRS QUALIFIED PUBLIC 501(C)(3) ORGANIZATION or GOVERNMENT ENTITY? YES NO IF YES, PLEASE PROVIDE YOUR 9 DIGIT FEDERAL EMPLOYERS IDENTIFICATION NUMBER (FEIN#) WITH THE IRS DETERMINATION LETTER:

IF NO, PLEASE STOP. YOU DO NOT QUALIFY FOR A GRANT.

FEIN#:

SECTION 2 – ORGANIZATION INFORMATION

ORGANIZATION LEGAL NAME:

PHYSICAL ADDRESS: (NO PO ADDRESS)

CITY: STATE: ZIP:

PHONE: FAX: WEBSITE:

SECTION 3 – CONTACT INFORMATION OF AUTHORIZED REPRESENTATIVE

REQUESTOR'S NAME: TITLE:

ADDRESS: (If different from above)

CITY: STATE: ZIP:

PHONE: CELL PHONE: E-MAIL:

SECTION 4 - ORGANIZATION REQUEST Check all that applies

<p>A Funding for an Archery Program (Example: Archery Equipment) Amount:</p>	<p>B. Funding for an Indoor and/or Outdoor Archery Facility (Example: range improvements, range maintenance etc.) Amount:</p>
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SECTION 4a. - Total requested amount if A and B is selected: \$

SECTION 5 - USE OF FUNDS - (Please use extra sheets if needed) Include an itemized budget list on how the funds will be used.

Brief Description:

SECTION 6 – SIGNATURE

Thank you for your application. Please review the application to confirm it is complete and review the instructions/checklist to be sure you have included all the required documents. By signing this application you acknowledge that you have read and understand all the requirements listed herein.

- The grant funds are to be used solely for the purposes stated in this grant application. The donation is not to be earmarked for use in any attempt to influence legislation within the meaning of IRC Section 4945(e), or to engage in any other activity that, if conducted directly by the Foundation, would result in the imposition of any tax on the Foundation under IRC Chapter 42.
- The Recipient shall not use any portion of the donation to influence the outcome of any specific election for candidates to public office, or to carry on any voter registration drive except as provided in IRC Section 4945(f).
- The Recipient shall not use any portion of the donation to induce or encourage violations of law or public policy, to be used to support terrorism or any terrorist organization or group, or to cause any private inurement or improper private benefit to occur or to take any other action inconsistent with IRC Section 501(c)(3).
- The Recipient hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its officers, directors, trustees, employees, and agents from and against any and all claims, liabilities, losses, and expenses (including attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Recipient, its employees, or agents in applying for or accepting the grant, in expending or applying the grant funds or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of the Foundation, its officers, directors, trustees, employees, or agents.
- The Foundation may release information concerning this grant to the press and to other news media, at such time or times as it shall deem appropriate. In the event that the Recipient shall desire to release any such information, copies of all proposed releases and other published material will be submitted to the Foundation and distribution of the same will be conditional upon its approval.

SIGNATURE OF AUTHORIZED REPRESENTATIVE TITLE DATE