



Important Information about the NFTRL Application Process*

Area nonprofit agencies apply for funding annually from Neighbors & Friends of Table Rock Lake (NFTRL).

Eligibility Criteria

1. Agency must be **an active** 501c(3) organization or under umbrella of **an active** 501c(3) organization.
2. Programs should be designed to meet existing or emerging community needs. These should be sustainable programs which will provide vital services to the community.
3. Agency must serve Stone and/or Taney Counties.
4. Programs that require clients/recipients to participate in religious training, practice a particular religious faith, or programs that have a political affiliation cannot be considered for funding.

2018-2019 Timeline

May 1, 2018 - Application available for downloading on the website www.nftrl.org

August 1, 2018 - Application deadline. All applications and relevant information must be post marked by this date or before. Metered mail will not be accepted as proof of meeting the submission deadline.

November 1, 2018 - List of eligible agencies approved by the board for funding consideration is posted on NFTRL website.

December 2018/January 2019 - Board determines total funding available and how many awards will be granted.

February 2019 - Membership votes for which agencies to fund. Letters are sent to all applicants informing them of the outcome of the membership vote. Successful agencies will be invited to the March general membership meeting.

March 11, 2019 - Agencies receive awards at *NFTRL* general membership meeting. Agency representative must be present to accept the award. We will not mail the check.

August 1, 2019 - Final Report deadline. Report must be post marked by this date or before. Metered mail will not be accepted as proof of meeting the deadline.

****This page is informational and does not need to be included with the application.***



**NEIGHBORS AND FRIENDS OF TABLE ROCK LAKE (NFTRL)
NONPROFIT SERVICE AGENCY
2018-19 APPLICATION FOR FUNDS**

Only 1 application will be accepted/organization/grant cycle.

Applicants may apply for: Grant (greater than \$1,500) OR Mini-Grant (\$500 - \$1,500)

NAME OF AGENCY: _____

WEB SITE ADDRESS: _____

ADDRESS: _____

EMPLOYER IDENTIFICATION NUMBER (EIN): _____

CONTACT PERSON/TITLE: _____ / _____

PHONE: _____ EMAIL: _____

AGENCY/SERVICE INFORMATION

AGENCY MISSION: (maximum 50 words) _____

WHO DOES YOUR AGENCY SERVE: _____

COUNTIES IN SERVICE AREA: _____

NUMBER OF CLIENTS SERVED (Monthly/Annually): _____

FUNDING INFORMATION

AMOUNT REQUESTED (Must Be A Numerical Value-not a range**): \$ _____**

PROPOSED USE OF FUNDS: (maximum 50 words) _____

NUMBER OF CLIENTS YOU EXPECT TO SERVE WITH OUR FUNDS: _____

HAVE YOU RECEIVED FUNDS FROM US IN THE PAST: _____ WHEN: _____

HOW DID YOU USE THESE FUNDS: _____

FUNDING SOURCES

BRIEFLY DESCRIBE YOUR FUNDING SOURCES: _____

% BUDGET USED FOR ADMINISTRATION (To Include Salaries & Benefits, Office Rent/Expenses, Office Supplies, Insurance, Etc): _____

% BUDGET USED FOR CLIENT NEEDS & SERVICE: _____

% BUDGET USED FOR FUNDRAISING: _____

% BUDGET COMING FROM DONATIONS: _____

DESCRIBE HOW YOUR PROGRAM MEETS EXISTING/EMERGING COMMUNITY NEEDS: _____

VOLUNTEERS

DOES YOUR AGENCY HAVE NEED FOR VOLUNTEERS: _____

DESCRIBE: _____

ADDITIONAL REQUIREMENTS:

THE FOLLOWING INFORMATION **MUST** BE INCLUDED WITH THIS APPLICATION:

1. Internal Revenue Service letter stating that the organization or fiscal agent is a tax-exempt public charity, under Section 501(c) (3) of the Internal Revenue Code. (This is Not your sales tax exempt letter.)

2. FINANCIAL STATEMENTS FOR THE AGENCY’S PRIOR FISCAL YEAR.

Please note that Financial Statements should consist of the following: (1) A balance sheet that details all assets, liabilities and net assets. Net assets should reflect the amount of any temporarily or permanently restricted funds. (2) An income or operating statement detailing revenues and expenses. If such revenue and expenses can be further broken down into monies received and expended for programs, events/fundraising, and administrative, it is most helpful.

**Deadline for application is Wednesday, August 1, 2018
Applications must be postmarked on or before August 1, 2018.**

**Mail Completed Information to:
Neighbors and Friends of Table Rock Lake, Inc.
Attn: Service Committee
PO Box 64
Kimberling City, MO 65686**

Only 1 application will be accepted/organization/grant cycle.

Please check which Neighbors & Friends grant you are applying for:

Grant (greater than \$1,500) * Mini-Grant (\$500 - \$1,500)*

*Amounts awarded are subject to funds available.

Name of person who prepared this application: _____ Date: _____

Phone: _____ E-mail: _____

Please Use The Following Space For Any Other Information That Might Be Helpful For Our Organization To Know.

*Agencies eligible for funding consideration will be posted on the Neighbors and Friends website by November 1st, 2018. If selected as a grant recipient, it is **expected** that a representative from your organization attend the Awards Presentation Ceremony (usually held in March) from which you will receive your check. You will also be required to provide a final report and supporting materials showing how and when the funds were used.*



NEIGHBORS AND FRIENDS OF TABLE ROCK LAKE
2018-19 APPLICATION CHECKLIST**

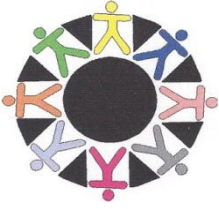
IMPORTANT: Please follow the application procedure. Failure to do so will eliminate the organization from being considered for a grant.

The following are required and must be submitted:

- Completed application
- Most recent financial statements (audited if available)
- Internal Revenue Service letter** stating that the organization or fiscal agent is a **tax-exempt public charity, under Section 501(c) (3) of the Internal Revenue Code. (Not state sales tax exempt form/letter.)**
- Organizations funded in 2018 must include the *Neighbors and Friends of Table Rock Lake (NFTRL) 2018 Grant Report Form***

*****It is not necessary to submit the Application Checklist with the Application and other required documents.***

If your organization is selected for funding, the *Neighbors and Friends of Table Rock Lake (NFTRL) 2019 Grant Report Form* must be completed. The *2019 Report Form* will be posted online Spring 2019 and will need to be submitted by August 1st, 2019.



**NEIGHBORS AND FRIENDS OF TABLE ROCK LAKE (NFTRL)
2018 GRANT REPORT FORM**

Please Note: Failure to submit this report will make your organization ineligible for future grant awards. This report must be completed, signed and sent to NFTRL postmarked by August 1st, 2018. In the event of extenuating circumstances, a report extension may be applied for.

Organization: _____

Contact person: _____ Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Amount of Grant Awarded **April 2018:** \$ _____

For what purpose was the grant used? _____

How did the grant make a difference to your organization and the individuals you serve? If possible, include a specific instance.

Please provide a detailed accounting of how the grant funds were spent: Add additional lines as needed.

Description:

Amount:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Provide comments on the expenditure if necessary:

Future Plans:

Will this program/work continue? Yes No Not Applicable

Please explain.

Signature of Responsible Officer _____ Date _____

Name (print) _____ Title _____

**Return Completed Report to:
Neighbors and Friends of Table Rock Lake, Inc.
Attn: Service Committee
PO Box 64
Kimberling City, MO 65686**