



Catskill 3500 Club, Inc. Grant Guidelines & Application

Eligibility

- 1) All non-profit tax-exempt organizations, local, state or federal agencies or educational institutions may apply.
- 2) Grants to Individuals that meet the following criteria:
 - a. The grant is a scholarship or fellowship and is to be used for study at an educational institution that normally maintains a regular faculty and curriculum and has a regularly organized body of students in attendance at the place where the educational activities are carried on. For these purposes, grant recipients need not be limited to degree candidates, nor must the grant be limited to tuition, fees, and course-required books, supplies and equipment. A recipient may use grant funds for room, board, travel, research, clerical help or equipment, that are incidental to the purposes of the scholarship or fellowship grant
 - b. The grant qualifies as a prize or award that is excludible from gross income under Internal Revenue Code section 74(b), if the recipient is selected from the general public. For this purpose, the recipient may keep the prize or award, and need not authorize the foundation to transfer the prize or award to a governmental unit or to another charity.

Projects selected for funding must address one of more of the Catskill 3500 Club priorities:

- protecting and preserving the natural resources of the Catskills Region with a primary focus on the sensitive high peak, wilderness areas
- promoting the responsible use of wilderness areas of the Catskill Region by visitors and the general public
- educating the public on hiking and mountaineering skills, Leave No Trace, Wilderness First Aid & Safety and preventative search and rescue as they pertain to the Catskill Region

Application Guidelines

Most grants will be in the \$100 to \$500 range, however larger grants up to \$5,000 will be considered on the merits of the request and must show a strong connection to the club's organizational mission statement. All grant requests should demonstrate additional sources of funding to insure successful implementation of the project. Indirect costs are capped at 20% of total direct cost.

If for any reason, the project is cancelled or cannot be completed, all remaining funds must be returned to the Catskill 3500 Club with a final report and accounting of the funds spent.

Acknowledgment of the Catskill 3500 Club must appear in any marketing or promotional materials.

To apply, please complete the grant application and provide a brief narrative (one page minimum), a project budget and any supporting documentation.

Calendar

Grant applications will be reviewed by the Finance Committee for compliance and considered by the Board of Directors for final review. Applicants will be notified within (10) business days of the Board's decision. There is no deadline to submit an application for fiscal year 2024, however the application process will close for the fiscal year on November 1, 2024 or when funding is no longer available.



Catskill 3500 Club, Inc. Grant Application

Date of Submission _____

Organization/Individual Applying for Grant _____

Address _____

City _____ State _____ Zip code _____

Primary Phone _____ Secondary Phone _____

Email Address _____

Amount Requested _____

Project Title _____

Primary Location of Project _____

Project Description (*Please provide a one-paragraph description*)

By signing below, I guarantee that all information provided in this application is accurate and true.

Print Name _____

Signature _____

Date _____

For Club Use Only

Date Received _____

Review by Finance Committee (signature) _____ Date _____

Reviewed by Board of Directors (signature) _____ Date _____

Approved: Yes _____ No _____



Information for Grant Narrative/Budget/Documentation

Grant Narrative

Please supply a one- to three-page narrative that addresses the following items:

- **Profile of Organization/Individual:** State the overall mission of your organization or project and describe the scope of work you do to support your mission. List the overall operating budget of your organization or project and other funding sources, including the number of paid staff and/or volunteers.
- **Project Narrative:** Describe the project and state how it fits into the mission of your organization, as well as how it addresses the mission of the Catskill 3500 Club, Inc. (see Grant Submission Guidelines). Provide a detailed description of project objectives and activities. Include brief bios of the people involved in the project, describing the experience, knowledge, and skills that they bring to ensure a successful project outcome. If applicable, describe other organizations that are collaborating on the project.
- **Project Outcomes:** Discuss the projected outcomes and benefits of the project including short- and long-term impact on the Catskill Region and its communities. Briefly outline performance measurements you will use to evaluate the success of your project.
- **Project Schedule:** Provide the project schedule including start date, key target dates and activities, and anticipated end date.
- **Budget:** Provide a one-page itemized budget. Include anticipated expenses and revenue and an explanation of each item, including other funding sources. If a match is being offered, provide documentation.

Supporting Documentation

Provide supporting documentation, such as proof of 501c3 status, local, state or federal agency status, personal identification or other documentation that supports the applicant's identity.

Send the completed application sheet, narrative, budget and supporting documentation as one pdf file to: Catskill 3500 Club President at: president@catskill-3500-club.org

*The Catskill 3500 Club, Inc. is a registered 501(c)(3) non-profit organization in the State of New York.
P.O. Box 294, West Hurley, NY 12491*