



Grant Request/Application [Applications deadline is June 1]

NDBA Bowhunter's Foundation guidelines for grant requests

A. Monies appropriated shall be limited to projects that help preserve, protect and promote North Dakota's archery and bowhunting heritage including:

1. Archery equipment for youth archery programs
2. Materials to promote bowhunting
3. Acquiring property for clubs (land, 3-d targets, etc.)
4. Improving club property (land and/or buildings)
5. Any other programs, materials or equipment which promotes archery

B. Qualifications for appropriation of monies:

1. Must be an organization related to outdoor promotion and demonstrate the capability to carry out the proposed project
2. Need not be a 501C3 type entity but the project must not be for profit, but reasonable participation fees may be charged.

C. Process for requesting monies:

1. Submit an application upon a form approved by NDBA Foundation board of directors
2. Upon approval of the application for funds:
 - a. The funds must be used within one year of the funds being allocated.
 - b. Present an itemized bill or copy of bill showing items purchased for reimbursement within 12 months of the date the grant is approved.

D. Applications will be considered and granted in the sole discretion of the NDBA Bowhunter's Foundation Board of Directors.

E. Applications and supporting documents must be returned to: NDBA Bowhunter's Foundation, PO Box 374, Bismarck, ND 58502; Telephone: 701.222.3499.

Applicant Organization (Legal Name):	_____
Charter Date:	_____
Street Address:	_____
City/State/ZIP:	_____
Phone:	_____

E-mail:	_____
Web Site if any:	_____
President or Executive Director:	_____
Number of Members:	_____
Annual Budget:	_____
Organization's Major Funding Source(s):	

Organization's Geographical Focus:	

Program/Project Information related to this Grant Application/Request:

Program/Project Title: _____

Amount of this request: _____

Total Budget for this Program/Project: _____

Other funding sources: _____

Program/project time period: _____

Will program/project receive matching funds: _____

Grant Request contact person: _____

Title: _____

Email: _____

Direct Phone: _____

Brief description of the Program/Project _____

Brief description of who will benefit from the Program/Project:

Type of Grant Request: (check all that apply)

- Capital Endowment Annual/Recurring
- One-time Program/Project Operating Start-up

The undersigned hereby certify that the information contained in this Grant Application/Request is correct to the best of our knowledge. We understand that our acceptance of a grant requires our submission of the itemized costs and receipts for the completion of the program or project.

_____	_____
Signature of Authorized Grant Requestor	Date

Attachments

Please attach/enclose the follow items, labeling each with the appropriate letter and number to correspond with the items as listed below. If an item is not attached/enclosed, explain the reason.

Organization:

- O-1. Summary Budget for current fiscal year. Show major revenue and expense categories; in particular, significant sources of revenue including grant commitments and anticipated grants from other sources.
- O-2. Names and addresses of governing board members.

Program/Project related to this Grant Application/Request:

- P-1. Description of the Program/Project, including problem or issue being addressed, specific goals/objectives, measurements (how success will be determined), timeline, geographical focus, and number of children that will be impacted or affected. Not to exceed one page.
- P-2. Program/Project Budget, including revenues if any and expenses. If funding sources in addition to the requested grant are in place or being sought, please specify.
- P-3. Publicity. While publicity of the NDBA Bowhunter's Foundation and its grant is not necessary for a grant to be made, the Foundation is interested in knowing what could/would be done to promote the program/project, the grant and the Foundation's involvement to create greater awareness of the Foundation. Examples of publicity might include acknowledgement on a web site, at special events, in a news release, and in a newsletter or other publications.