

**Town of Raymond Funding/Support Application**  
**4 Epping Street, Raymond, NH 03077**  
**(603) 895-7007**  
**www.raymondnh.gov**  
*please return to*  
**kgalipeau@raymondnh.gov**

**FUNDING SUPPORT APPLICATION COVER SHEET**

**Date of Application:** \_\_\_\_\_ **Tax ID** \_\_\_\_\_ **Year Founded:** \_\_\_\_\_

Name of Organization	
Executive Director/CEO	
Project Manager	
Street Address	
City, State & Zip Code	

Phone	
Email	
Fax Number	

Program/Project Name

Total Project Budget		Amount Requested from Town	
Current Operating Budget		Organizations Annual Budget previous year	

Number of residents who are expected to benefit from this program/project:	
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\_\_\_\_\_  
 Signature, Chair of Board of Directors/  
 Authorizing Official

\_\_\_\_\_  
 Signature, Project Coordinator

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Type name and position

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**Funding/Support Application  
NARRATIVE**

Please type the application in standard size type.

**1. Description of Applicant Organization**

Include history, mission and goals. Describe current programs, activities and accomplishments. Please include the responsibilities of the board, staff, and volunteers.

**2. Purpose of request**

Describe needs/problems to be addressed; target population and how they will benefit; project goals; measurable objectives; action plans; and whether this is a new or ongoing part of your organization. Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs.

**3. Qualifications of Project Personnel:**

Describe the qualifications of key staff and volunteers that will ensure the success of the program.

**4. Program Duration:**

If this will be an ongoing program please include the long-term strategies for funding this program.

**5. Fiscal Information of Applicant Organization**

Complete the program/project budget that follows.

**6. Has your organization received Town funding in the past?    \_\_Yes \_\_No.**

Please list when you have received funding from the Town and how much

Year	Amount
_____	\$ _____
_____	\$ _____

**7. Partnerships and Sustainability**

Collaboration and Integration: Describe how the proposed project will be appropriately collaborative and will serve to strengthen existing relationships within your organization, with Town and/or community. List your key collaborative partners.

## PROGRAM/PROJECT BUDGET—CURRENT REQUEST

Please outline your total project budget. You must provide a specific itemized budget that outlines what Town of Raymond funding will be directed toward (i.e. supplies, printing, travel, food, etc.). Include other funding sources for this project on the next page, and list both the name of the funder and their grant amounts. Please include a brief description of the expense.

<b>Project Expenses</b>			
	<b>Amount requested</b>	<b>Total Project Expenses</b>	<b>Description of Expense</b>
Salaries			
Fringe Benefits	\$	\$	
Consultant	\$	\$	
Travel	\$	\$	
Equipment	\$	\$	
Supplies	\$	\$	
Food/Beverage	\$	\$	
Printing	\$	\$	
Other	\$	\$	
Other	\$	\$	
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	
<b>Project Revenue/Income</b>			
	<b>Committed</b>	<b>Pending</b>	<b>Description of Expense</b>
Government Grants	\$	\$	
Foundations	\$	\$	
Corporations	\$	\$	
Donations	\$	\$	
Fundraising	\$	\$	
Membership income	\$	\$	
Town of Raymond	\$	\$	
Other	\$	\$	
Other	\$	\$	
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	

**Budget Narrative:** (200 words or less please)

## ADDENDUM TO Funding/Support Application

Applicants should understand that rejection of a proposal in no way suggests rejection of the organization. Applications must be completed in their entirety to be accepted. If your organization does not meet the following eligibility requirements, your application cannot be approved:

- Your organization must be tax-exempt under section 501(c)(3) of the Internal Revenue Service Tax Code.
- Your organization **must serve residents within Raymond, NH**
- Ineligible categories for funding:
  - Organizations that deny service to a potential client or beneficiary on the basis of race, religion, color, sex, sexual orientation, age, national origin
  - Individuals
  - Sponsorship for conferences, events, golf tournaments
  - Construction of buildings or remodeling projects
  - Development or production of books, films, videos or television programs
  - Capital funding campaigns
  - Vehicle Purchases
  - Construction or remodeling of buildings
  - Start-up organizations with less than 1 year of operation
  - Individual schools in public school systems (other than through efforts to benefit system-wide programs and initiatives)
  - Religious organizations, unless they are engaged in a significant project that is nonsectarian and benefits a broad base in the community

The following must be included with the submitted application:

- A copy of the completed application
- A copy of your IRS 501(c)(3) verification
- A copy of your financials including operating budget, IRS 990
- A copy of your Board of Directors/Governing Body
- Administrative Cost percentage
- Percentage of funding you receive from state or federal

**The applicant should retain a copy of the application for his/her files. Organizations who are awarded Funding/Support should not consider these funds as part of their annual budget.**

**All funds awarded to agencies per March vote, will not be available for disbursement until after July 1.**