

# Little Chapel on the Boardwalk Presbyterian Church (U.S.A.) Endowment Grant Application

Revised August, 2022

***NOTE: THIS APPLICATION MUST BE POSTMARKED  
NO LATER THAN JUNE 1 OF THE YEAR OF APPLICATION.***

***Completed Project Reports must be postmarked by  
March 1 of the year following the receipt of the funds.***

***Please do not staple any pages of your submission.***

## ***I. APPLICANT CONTACT INFORMATION***

**Organization Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Organization website:** \_\_\_\_\_

Other social media sites: \_\_\_\_\_

**Officer or Grant Representative:** \_\_\_\_\_

Representative's title: \_\_\_\_\_

Representative's email: \_\_\_\_\_ phone: \_\_\_\_\_

**LCOB Grant history:** Is this the ***first*** grant application that this organization has ever submitted to Little

Chapel on the Boardwalk? \_\_\_\_\_

If no, in what year did you submit your most recent application? \_\_\_\_\_

**II. GRANT DESCRIPTION**

**Title of Grant:** \_\_\_\_\_  
\_\_\_\_\_

**Total funding** requested (*Maximum \$5000*): \_\_\_\_\_

**Grant focus:** Circle the letter of the categories which best describe the focus of *THIS grant project*?

- A. Shelter      B. Food and Nutrition      C. Health and Safety      D. Education

**Specific Goal(s)** of *THIS Grant* project:

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

**Number** of persons who will benefit from the funds from *THIS LCOB GRANT*: \_\_\_\_\_

**Service area:** County/counties of residence for those served: \_\_\_\_\_  
\_\_\_\_\_

**Impact:** How will the grant funds impact these individuals? \_\_\_\_\_

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

**II. GRANT DESCRIPTION (continued)**

**Project budget:** Indicate how the funds from **THIS GRANT** will be allocated, listing anticipated general expenses.

**Purchases/contracts:** If funds from **this grant** are used for contracted work or equipment acquisition, will competitive bids be obtained? \_\_\_\_\_ If no, please explain briefly.

**Grant project timeline:** Briefly include key dates during the process for **this grant project**.

**Success:** Who will be responsible for submitting the **final grant implementation report for this grant** to Little Chapel on the Boardwalk by March 1 of the coming year?

Report submitter: \_\_\_\_\_

Title: \_\_\_\_\_

### **III. ORGANIZATIONAL INFORMATION**

a) **Primary Missions/Purposes** of the Organization:

b) **BRIEF History of the Organization** (no more than 300 words):

**III. ORGANIZATIONAL INFORMATION (continued)**

- c) **Organizational Structure:** List the Officers and Directors, stating the average estimated annual compensation for **each person** who receives such compensation. *If all officers and directors serve in an unpaid capacity, please include a statement to that effect.*

**III. ORGANIZATIONAL INFORMATION (continued)**

d) **Revenue:** Please state the organization's total revenue for each of the last **FOUR** years of operation. *(If in operation for less than four years, provide just those years.)*

e) **Other support:** Please list the names of other organizations to which you have applied for grants for **THIS YEAR**. The amount for which you are applying is not required.

**IV. ATTACHMENTS:**

Please submit these documents after completing the questions in parts I, II, and III of this application.

- 1. A copy of the organization’s most recent 501 (c)(3) approval from the Internal Revenue Service.
- 2. A copy of the organization’s most recent tax return.
  - (a) If filing Form 990, including only those pages showing Parts I, III, and VII (three pages).
  - (b) If filing Form 990-EZ, include only those pages showing Parts I, III, and IV (three pages).
  - (c) If the organization did not file either form listed above, please state why, and submit a Statement of Financial Position, showing net assets and liabilities, and a Statement of Activities showing incomes and expenses.

**V. AGREEMENT:**

- 1. The funds granted by Little Chapel on the Boardwalk Presbyterian Church (U.S.A.) Endowment Fund to the Applicant under this agreement will be used solely for the purposes set forth by the Applicant in this grant application. Maximum funding per grant is \$5000 per organization per year.
- 2. Little Chapel on the Boardwalk reserves the right to review with the Applicant the status and finances of the project proposed in this agreement at any time.
- 3. Little Chapel on the Boardwalk reserves the right to terminate this agreement should the Applicant fail to comply with the terms and conditions of this Agreement. Upon termination, all unused funds provided by LCOB for this project will be returned.
- 4. Applicant understands and accepts that LCOB does not provide feedback on any application and that any application can be denied for any reason, including failure to comply with the requirements specified in the application.
- 5. A summary report of the project’s progress or completion must be submitted by March 1 of the following year, for future grant consideration.

I hereby certify that all of the statements on this application and all the information contained herein are complete and true to the best of my knowledge. I understand that, by accepting the grant check, I am agreeing to the foregoing terms and conditions, and hereby certify that I am an authorized representative of the Applicant, with authority to make such acceptance on behalf of the Applicant.

Signature of Applicant’s Representative: \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*Please see the next page for submission instructions.*

***PLEASE DO NOT STAPLE ANY PAGES OF YOUR SUBMISSION.***

***THANK YOU.***

*Completed application and attachments should be mailed to:*

***Endowment Committee***

***Little Chapel on the Boardwalk (PCUSA)***

***2 West Fayetteville Street***

***Wrightsville Beach, NC 28480***

***Applications must be postmarked no later than June 1 to be considered.***