



**Rocky Mount  
Community Foundation**  
Enhancing Quality of Life

**GRANT APPLICATION**

**1000 Benvenue Road  
Post Office Box 8105  
Rocky Mount, North Carolina  
27804-1105**

## **Mission & Purpose**

The Rocky Mount Community Foundation (“RMCF”) was established in October of 1997. It was created as a private foundation with its purpose to continue the work the Rocky Mount Merchants Association (RMMA) established in 1928.

The RMMA primary focus was to (1) promote the goodwill and well-being of Rocky Mount merchants and consumers; (2) to safeguard the interests of all merchants in the Rocky Mount area; and (3) to cooperate with other city and area groups such as merchants associations, chamber of commerce, educational organizations, and farm organizations on matters of common interest that affect the conduct of retailing, and on programs that strengthen and develop the city’s agricultural and industrial economy

The purposes of the RMCF are to advance the public resources and facilities of the greater Rocky Mount area and advance the image of Rocky Mount in the business arena by enhancing the attractiveness of Rocky Mount as a place to work, live, and learn.

RMCF will make grants available to other 501C(3) exempt organizations, and to the State or any political subdivision of the State or the United States for exclusively charitable and public purposes, to accomplish its goals of promoting the community of Rocky Mount and its business, educational, civic, and social environment.

The specific subject areas that will be considered for grants are necessarily broad due to RMCF’s broad goal of community promotion. A list of possible subject areas and their relation to RMCF’s charitable purpose is as follows:

Community beautification, through maintenance and improvement of community recreational facilities and parklands, educating the public in the advantages of street and area planning, preserving, beautifying and improving public parks, providing community land-use analysis.

Preserving the historic or architectural character of the community. Promotion of the arts, promotion of public appreciation of the arts, or a particular art, and arousing local interest in facilities or institutions for the advancement of the arts, by sponsoring professional presentations, such as plays, musicals, or concerts, or providing funds to charitable institutions such as public radio and community theater.

Advancement of education or science through establishment or maintenance of nonprofit educational facilities, establishment or maintenance of institutions such as public libraries or museums, advancement and dissemination of knowledge through publications, seminars, lectures and the like.

It has been the favor of the Board not to fund multi-year projects as grants are not intended to be operational or ongoing. The foundation does not support requests for operations, personnel or salaries. The Board seeks to fund grants that will promote jobs and grants are typically from \$5,000 to \$25,000.

The nature of the specific requests received by RMCF to date are for various projects, some of which may be considered as qualifying within RMCF’s purposes as set forth above.

# **Rocky Mount Community Foundation Inc. Items Needed to Apply**

## **1. Application Form**

To apply for support, submit the attached application to arrive by May 1 or November 1 deadline. Your application must be signed by a non-staff, non-paid officer of your organization's governing board.

## **2. Proposal**

In addition to the attached application form, a narrative proposal not to exceed four (4) single-spaced pages is required. Instructions for completing your narrative proposal follow.

## **3. Budget**

To request support, you must submit a budget for your entire organization dealing both expenses and income (itemizing sources and amounts) for the current fiscal year. In the case of foundation support, please list each funder by name with the amount committed. If you are requesting support for the current year only, this is the only budget you need to submit. If your request is for support beyond the current year, provide an additional detailed organization budget for the fiscal year during which funds will be expended projecting expenses, income and a detailed listing of sources.

## **4. Financial Statement**

Provide your organization's annual financial statement, audited if available, including the auditors' report, or provide your most recent IRS Form 990. Financial statements may not be more than one fiscal year old.

## **5. Governing Board**

Provide a list of all current members of your organization's governing board along with their addresses, telephone numbers, and principal occupations.

## **6. Tax-exempt Status**

Provide a copy of your IRS 501 (c) (3) determination letter. If you do not have 501 (c) (3) status in the name of your organization, contact the Foundation to determine if it is appropriate for you to submit a request.

## **7. Optional Materials**

Additional materials may be submitted, but are not required. Do not send videotapes. Optional materials may not replace information requested in the application and proposal.

## **Instructions for Completing Your Narrative Proposal**

In addition to the attached application form, you must submit a narrative proposal not to exceed four single-spaced pages. Your proposal should answer each question below in the sequence presented. The narrative should be in ten- or twelve-point type on 8-1/2 x 11 inch paper.

### **Tell Us About Your Organization**

#### **Summary**

In no more than two paragraphs, summarize the purpose of your request and state the amount requested.

#### **History**

Please share a one-paragraph history and mission of your organization.

#### **Constituents**

Who does your organization serve?

#### **Impact**

What results and outcomes do you expect to achieve in the forthcoming year? In what ways is the community you serve different because of your organization's overall activities? Specifically describe how this request promotes the RMCF's mission of improving the area's business economy.

#### **Assessment & Long Range Planning**

What external and internal forces will most affect your organization's ability to achieve its mission over the next 1-5 years, and how are you currently addressing these opportunities and/or challenges?

Applications must arrive at the RMCF by May 1 and November 1  
(Please furnish seven (7) copies of All Items Provided)

# ROCKY MOUNT COMMUNITY FOUNDATION INC.

## YOUR ORGANIZATION

Name of organization, exactly as it appears on your federal tax-exemption letter under Section 510(c)(3). \_\_\_\_\_

Add any other name your organization is known as: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_  
City State Zip County

Director or Chief staff member: \_\_\_\_\_

Geographic area served: \_\_\_\_\_

Amount of this request: \$ \_\_\_\_\_ Total Operating budget (for year requested): \$ \_\_\_\_\_

Date of 501(c)(3) determination: \_\_\_\_\_

The total number of members on your organization's governing board: \_\_\_\_\_

## FINANCE

What were the unrestricted net assets for your entire organization?: \$ \_\_\_\_\_ as of (date) \_\_\_\_\_

What were the total revenues and expenditures for the organization as a whole in the last three fiscal years?

Year:	Revenues:	Expenditures:
_____	_____	_____
_____	_____	_____
_____	_____	_____

What percent of your organization's budget in the last fiscal year was provided by any combination of federal, state, county and municipal government sources? \_\_\_\_\_%

Also, what were the total endowed funds of the organization? \$ \_\_\_\_\_

**FUNDING**

Describe fund-raising activities other than requesting Rocky Mount Community Foundation support. Report local funding and other types of community support and assistance received by your organization to support this request.

List all public, foundation, and corporate sources committed or received and the amount committed or received from each source to support this request.

This proposal has been reviewed by the applicant's governing board and chief executive officer and approved for submission to the Rocky Mount Community Foundation Inc. Information provided pertains to the organization or institution that is applying for the grant and accepting responsibilities for any funds received.

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Signature of non-staff, non-paid officer of the Board

Date

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Print Name of non-staff, non-paid officer of the Board and Title

Date