



## ***Important Information about the NFTRL Application Process\****

Area nonprofit agencies apply for funding annually from Neighbors & Friends of Table Rock Lake (NFTRL).

### ***Eligibility Criteria***

1. Agency must be **an active** 501c(3) organization or under umbrella of **an active** 501c(3) organization.
2. Programs should be designed to meet existing or emerging community needs. These should be sustainable programs which will provide vital services to the community.
3. Agency must serve Stone and/or Taney Counties.
4. Programs that require clients/recipients to participate in religious training, practice a particular religious faith, or programs that have a political affiliation cannot be considered for funding.

### ***2017-2018 Timeline***

***May 1, 2017*** - Application available for downloading on the website [www.nftrl.org](http://www.nftrl.org)

***August 1, 2017*** - Application deadline. All applications and relevant information must be post marked by this date or before. Metered mail will not be accepted as proof of meeting the submission deadline.

***October 2017 – January 2018*** - First-time applicants are invited to attend a membership meeting and give a five minute overview of their agency and need for funding. A two-three minute questions and answer period follows the overview.

***November 1, 2017*** - List of eligible agencies approved by the board for funding consideration is posted on NFTRL website.

***December 2017/January 2018*** - Board determines total funding available and how many awards will be granted.

***February 2018*** - Membership votes for which agencies to fund. Letters are sent to all applicants informing them of the outcome of the membership vote. Successful agencies will be invited to the March general membership meeting.

***March 12, 2018*** - Agencies receive awards at *NFTRL* general membership meeting. Agency representative must be present to accept the award. We will not mail the check.

***August 1, 2018***- Final Report deadline. Report must be post marked by this date or before. Metered mail will not be accepted as proof of meeting the deadline.

***\*This page is informational and does not need to be included with the application.***



**NEIGHBORS AND FRIENDS OF TABLE ROCK LAKE (NFTRL)  
NONPROFIT SERVICE AGENCY  
2017-18 APPLICATION FOR FUNDS**

**NAME OF AGENCY:** \_\_\_\_\_

**WEB SITE ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMPLOYER IDENTIFICATION NUMBER (EIN):** \_\_\_\_\_

**CONTACT PERSON/TITLE:** \_\_\_\_\_ / \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

***AGENCY/SERVICE INFORMATION***

**AGENCY MISSION:** (maximum 50 words) \_\_\_\_\_

**WHO DOES YOUR AGENCY SERVE:** \_\_\_\_\_

**COUNTIES IN SERVICE AREA:** \_\_\_\_\_

**NUMBER OF CLIENTS SERVED (MONTHLY/ANNUALLY):** \_\_\_\_\_

***USAGE OF FUNDS***

**PROPOSED USE OF FUNDS:** (maximum 50 words) \_\_\_\_\_

**NUMBER OF CLIENTS YOU EXPECT TO SERVE WITH OUR FUNDS:** \_\_\_\_\_

**HAVE YOU RECEIVED FUNDS FROM US IN THE PAST:** \_\_\_\_\_

**WHEN:** \_\_\_\_\_

**HOW DID YOU USE THESE FUNDS:** \_\_\_\_\_

## ***FUNDING SOURCES***

**BRIEFLY DESCRIBE YOUR FUNDING SOURCES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**% BUDGET USED FOR ADMINISTRATION (TO INCLUDE SALARIES & BENEFITS, OFFICE RENT/EXPENSES, OFFICE SUPPLIES, INSURANCE, ETC):** \_\_\_\_\_

**% BUDGET USED FOR CLIENT NEEDS & SERVICE:** \_\_\_\_\_

**% BUDGET USED FOR FUNDRAISING:** \_\_\_\_\_

**% BUDGET COMING FROM DONATIONS:** \_\_\_\_\_

**AMOUNT REQUESTED FROM NFTRL (MUST BE NUMERICAL VALUE):** \$ \_\_\_\_\_

**DESCRIBE HOW YOUR PROGRAM MEETS EXISTING/EMERGING COMMUNITY NEEDS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ***VOLUNTEERS***

**DOES YOUR AGENCY HAVE NEED FOR VOLUNTEERS:** \_\_\_\_\_

**DESCRIBE:** \_\_\_\_\_

\_\_\_\_\_

## ***ADDITIONAL REQUIREMENTS:***

**TO BE CONSIDERED FOR FUNDING, THE FOLLOWING ADDITIONAL INFORMATION MUST BE INCLUDED WITH THIS APPLICATION:**

- 1. LETTER CERTIFYING 501(c) (3) TAX-EXEMPT STATUS from Internal Revenue Service**
- 2. FINANCIAL STATEMENTS FOR THE AGENCY'S PRIOR FISCAL YEAR.**

Please note that Financial Statements should consist of the following: (1) A balance sheet that details all assets, liabilities and net assets. Net assets should reflect the amount of any temporarily or permanently restricted funds. (2) An income or operating statement detailing revenues and expenses. If such revenue and expenses can be further broken down into monies received and expended for programs, events/fundraising, and administrative, it is most helpful.

**Deadline for application is Tuesday, August 1, 2017  
Applications must be postmarked on or before August 1, 2017.**

**Mail Completed Information to:  
Neighbors and Friends of Table Rock Lake, Inc.  
Attn: Service Committee  
PO Box 64  
Kimberling City, MO 65686**

**Name of person who  
prepared this application: \_\_\_\_\_ Date: \_\_\_\_\_**

**Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_**

**PLEASE USE THE FOLLOWING SPACE FOR ANY OTHER INFORMATION THAT MIGHT  
BE HELPFUL FOR OUR ORGANIZATION TO KNOW.**

*Agencies eligible for funding consideration will be posted on the Neighbors and Friends website by November 1<sup>st</sup>, 2017. If selected as a grant recipient, it is **expected** that a representative from your organization attend the Awards Presentation Ceremony (usually held in March) from which you will receive your check. You will also be required to provide a final report and supporting materials showing how and when the funds were used.*



**NEIGHBORS AND FRIENDS OF TABLE ROCK LAKE**  
**2017-18 APPLICATION CHECKLIST\*\***

**IMPORTANT: Please follow the application procedure. Failure to do so will eliminate the organization from being considered for a grant.**

**The following must be submitted:**

- Completed application
- Most recent financial statements (audited if available)
- Internal Revenue Service letter** stating that the organization or fiscal agent is a **tax-exempt public charity, under Section 501(c) (3) of the Internal Revenue Code. (Not sales tax exempt letter.)**
- Organizations funded in 2017 must include the *Neighbors and Friends of Table Rock Lake (NFTRL) 2017 Grant Report Form***

**Optional Information -**

- Annual report, brochure, or other pertinent organizational material

**\*\*It is not necessary to submit the Application Checklist with the Application and other required documents.**

**If your organization is selected for funding, the *Neighbors and Friends of Table Rock Lake (NFTRL) 2018 Grant Report Form* must be completed. The *2018 Report Form* will be posted online Spring 2018 and will need to be submitted by August 1<sup>st</sup>, 2018.**



**NEIGHBORS AND FRIENDS OF TABLE ROCK LAKE (NFTRL)  
2017 GRANT REPORT FORM**

**Please Note: Failure to submit this report will make your organization ineligible for future grant awards. This report must be completed, signed and sent to NFTRL postmarked by August 1<sup>st</sup>, 2017. In the event of extenuating circumstances, a report extension may be applied for.**

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount of Grant Awarded March 2017: \$ \_\_\_\_\_

For what purpose was the grant used? \_\_\_\_\_

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How did the grant make a difference to your organization and the individuals you serve? If possible, include a specific instance.

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Please provide a detailed accounting of how the grant funds were spent: Add additional lines as needed.

**Description:**

**Amount:**

_____	\$ _____
_____	\$ _____
_____	\$ _____

Provide comments on the expenditure if necessary:

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

**Future Plans:**

Will this program/work continue?  Yes  No  Not Applicable

Please explain.

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

Signature of Responsible Officer \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

**Return Completed Report to:  
Neighbors and Friends of Table Rock Lake, Inc.  
Attn: Service Committee  
PO Box 64  
Kimberling City, MO 65686**