



The NRA FOUNDATION, INC.

Grant #: \_\_\_\_\_  
 Region #: \_\_\_\_\_  
 Field Staff: \_\_\_\_\_



GRANT APPLICATION

<b>State Fund Committee Use ONLY!</b>		
SFC Meeting Date: _____	Approved : _____	Denied: _____
SFC Chairman: (Signature) _____		Amount: _____

APPLICANT INFORMATION

<b>I. ORGANIZATION INFORMATION</b>			
Applicant Organization: Alabama 4-H-- _____ County or Region			
Mailing Address:			
City:	State:	Zip:	County:
Web Address of your organization: <a href="http://www.aces.edu/fourh/">http://www.aces.edu/fourh/</a>			
Contact Name:		Title:	
Contact Mailing Address:			
City:	State:	Zip:	County:
Telephone #:	Fax:	E-mail address:	
EIN/Tax ID Number: 63-6000724		State Tax Exempt #: 41-.506	
Is the organization classified by IRS as a 501 (c)(3) organization? No.			
<b>Amount Requested:</b>		<b>Total Project Budget:</b>	
<b>Project Start Date:</b>		<b>Project End Date:</b>	
<b>Make Check Payable To:</b>			
Project Title:			

The purpose of the grant as outlined in this application is related to the following IRS 501 (c)(3) area (Select One) (you must support your selection in the application documentation).

<u>Charitable</u>	<u>Scientific</u>	<u>Testing for public safety</u>	<u>Literary</u>	<u>Educational</u>	<u>Fostering national/international amateur sports competition (cannot include the provision of athletic equipment or facilities.</u>
				X	



*If partially funded will this project still move forward?* YES NO (PLEASE CIRCLE ONE)  
*If no, have you contacted other organizations for funding?* YES NO (PLEASE CIRCLE ONE)

Please list any other organizations providing funding for this project. Are any sources of funding listed contingent on any event or award?

<u>Amount of Support:</u>	<u>Organization:</u>
1)	1)
2)	2)
3)	3)

Has your organization received any other grants or funding from The NRA Foundation or the NRA within the last five (5) years? (Grant, Loan, Etc. ) YES NO (PLEASE CIRCLE ONE)

*If so, please explain.*

Has a final report been filed for this grant? YES NO (PLEASE CIRCLE ONE)

\*\*\*Failure to file reports for previous grants will delay further processing.

### **III. EVALUATION**

Describe the criteria to be used in determining the success and impact of this project. What do you want to happen as a result of this project? How will you measure the impact.

### **IV. BUDGET** (Please use form provided)

A complete, detailed, budget worksheet must be attached, listing all costs for this project (equipment, supplies, printing, publishing, construction and miscellaneous other expenses). Please be specific.

### **V. RECOGNITION** (photos, newspaper articles, signs, etc.)

If awarded this grant, how will you recognize The NRA Foundation for their support?

### **VI. AUTHORIZATION**

*I (we) hereby certify that the information contained in this grant application is accurate. Further, I (we) will abide by the requirements of any grant provided by The NRA Foundation, Inc.*

**Program/Project Coordinator  
Signature:**

**Date:**

# PROPOSAL CHECKLIST

<input type="checkbox"/> 1) Completed and Signed Application Form
<input type="checkbox"/> 2) Completed Budget Worksheet ( <i>green form</i> )
<input type="checkbox"/> 3) 501( c )(3) determination letters (if applicable) <b>N.A.</b>
<input type="checkbox"/> 4) EIN/TAX ID Number
<input type="checkbox"/> 5) Signed Consideration Agreement ( <i>yellow form</i> )
<input type="checkbox"/> 6) Completed and Signed W9 Form
<input type="checkbox"/> 7) Organization 's By Laws or Rules of Conduct <b>No --On File with NRA Rep</b>
<input type="checkbox"/> 8) Organization 's financial statement <b>No—On file with NRA Rep</b>
<input type="checkbox"/> 9) List of organization 's officers/Board of Directors <b>No—On File with NRA Rep</b>
<input type="checkbox"/> 10) Signatures on all forms
<input type="checkbox"/> 11) <b><u>RANGE RELATED GRANTS ONLY!</u></b>
<b>*** 3 Letters of Support MINIMUM</b>
<b>*** Copy of Lease Agreement if range or land is not owned by applying organization</b>
<input type="checkbox"/> 12) <b>KEEP A COPY OF COMPLETE APPLICATION FOR YOUR RECORDS</b>

Forward your completed application package to your respective NRA Field Representative **or designee**.

## **NRA Field Representative/Designee**

**Must be received by Friday, December 5, 2008 by 4:45 p.m. Send to:**

Dr. Emily Kling  
Alabama Cooperative Extension System  
210 Duncan Hall  
Auburn University, Alabama 36849-5620  
FAX: (334) 844-2252

Dr. Kling will forward the appropriate number of copies to our NRA Field Representative.



Revised: November, 2005

CONSIDERATION AGREEMENT

<b>Applicant Organization: Alabama 4-H--_____ (County or Region)</b>
<b>Contact Name:</b>
<b>Mailing Address:</b>
<b>City/State/Zip:</b>

In consideration of being considered for the award of an NRA Foundation State Committee Fund grant, the undersigned hereby agrees to the following terms and conditions. In the event that the NRA Foundation awards such a grant, the terms and conditions herein shall remain in full force and effect until such time as all requirements of the grant have been fully and completely satisfied.

The following conditions are attached to and govern the distribution and use of the grant:

- 1. The grant is to be used solely for the purposes as set forth in the application.**
- 2. All expenditures from this grant must be used only within the terms and conditions of the said grant.**
- 3. Funds not used or committed for the specified purpose of the grant or not used or committed within any time limit specified in the grant request, shall be returned to the Foundation. In addition, if the applicant organization dissolves, disbands, or otherwise ceases to exist or ceases to utilize any property or equipment obtained through this grant for the purpose for which it was awarded, then the applicant shall contact the NRA Foundation to arrange disposal or transfer of any usable property or equipment obtained with funds awarded under this grant.**
- 4. The Grantee shall furnish written reports as to the progress and conclusions reached with respect to projects and activities financed by the grant, including a summary of funds expended.**
- 5. Any violation of the conditions set forth herein will permit the Foundation to terminate any and all further distributions to the Grantee whether or not such distributions have been properly promised or pledged.**
- 6. Grant funds shall not be used to attempt to influence legislation nor contribute to any political campaign on behalf of any candidate for public office, nor shall nor shall any funding awarded to an applicant be used for payment of administrative fees, office overhead, or other similar charges.**

7. It is expressly understood that the Grantee takes full and complete responsibility in carrying out this project, that the Grantee holds The NRA Foundation harmless from any and all liability relating to the effectuation of this grant and further, that the Grantee shall indemnify The NRA Foundation from any claims made or actions taken, as a result of this grant.
8. It is expressly understood that The NRA Foundation has made this grant based upon the information provided by the applicant/Grantee and that The NRA Foundation shall not be held responsible for the consequences resulting from the making of this grant.
9. Publicity associated with the presentation of this grant in the form of photos, video, or news articles, may be utilized by The NRA Foundation at its discretion for promotion of the Friends of NRA or other NRA Foundation programs. The recipient organization and its members, guests of employees pictured, filmed or quoted as a result of this public relations opportunity, will release The NRA Foundation from any liability with the reproduction of this material. If a grant is awarded, the applicant agrees to place a sign in an appropriate location in recognition of The NRA Foundation's grant award.
10. This Agreement shall be governed and construed under the applicable laws of the Commonwealth of Virginia. Any action arising under, or relating to this Agreement, or the breach hereof, shall be brought only in a federal or state court situated in either the County of Fairfax or the City of Alexandria in the Commonwealth of Virginia, and the parties hereby submit and consent to the exercise of personal jurisdiction over them by such courts for the purpose of any such action.

Acknowledgement of your agreement to the terms and conditions set forth in this herein letter must be made by a duly authorized officer of the Grantee as provided below. Please execute the original and return with your application.

**AUTHORIZED OFFICER SIGNATURE:**

Dr. Emily B. Kling Extension Specialist, 4-H & Youth Development Programs:

\_\_\_\_\_ DATE \_\_\_\_\_

**County Extension Coordinator or Regional Extension Agent:**

\_\_\_\_\_ DATE \_\_\_\_\_

**IF THE NRA FOUNDATION APPROVES THIS GRANT:**

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_

In compliance with IRS regulations, please enclose the following documents with your signed grant application:

- a) Employer Identification Number (EIN) \_\_\_\_\_
- b) Copy of IRS 501(c) determination letter if grantee is a charitable organization. **Not needed.**
- c) Completed W9 form as required by IRS Code. **Ask Dr. Kling to FAX you a blank copy.**

**Note:** The W9 form must be on file before a grant check will be issued.

## BUDGET WORKSHEET

<i>Applicant:</i>	<i>Contact:</i>
<i>Address:</i>	<i>Phone:</i>
<i>City/State/Zip:</i>	<i>Phone:</i>

Description of Item	Cost/Item	# of Items	Total Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

# The NRA Foundation, Inc.

## Guidelines For Application Submission

November, 2004

The following guidelines govern the award of all State Fund Committee grants made under the auspices of the *Friends of NRA* program. Please read this entire document prior to completing a grant application. **These guidelines supersede all previous rules governing the application for, and award of NRA State Fund Committee grants.**

**I. GENERAL PROVISIONS.** The NRA Foundation, Inc. ("NRA Foundation") was established as a District of Columbia corporation in 1990 and has been recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization. Contributions to The NRA Foundation are tax-deductible to the extent allowed by law. Funds raised by The NRA Foundation, and particularly funds raised through *Friends of NRA* events, support a variety of firearms-related public interest projects and activities of organizations. Fifty percent of the net proceeds raised from *Friends of NRA* events in a given state are earmarked by The NRA Foundation to support qualified, eligible charitable projects at the grassroots level in that state. These funds are available to qualifying organizations or groups through NRA Foundation State Fund Committee Grants. Recommendations for funding recipients are made by the State Fund Committee to The NRA Foundation's Board of Trustees for final approval.

Grants are awarded to qualifying projects or activities that promote firearms and hunting safety; enhance the marksmanship skills of those participating in the shooting sports; educate the general public about firearms in their historic, technological, and artistic context; or contribute to the general well being of the public at large. NRA Foundation State Fund Committee (State Fund Committee) grants benefit a variety of constituencies including children, youth, women, individuals with physical disabilities, gun collectors, law enforcement officers, hunters, and competitive teams.

**II. STATE FUND COMMITTEES.** State Fund Committee Members are appointed pursuant to, and governed by, Operational Procedures for *Friends of NRA*. In general, one State Fund Committee shall be appointed to represent the interests of each state or region. The committee shall review and recommend for approval by The NRA Foundation Board of Trustees, projects from groups or organizations in the state/region who have submitted grant applications to The NRA Foundation for grants from a *Friends of NRA* State Fund. A State Fund Committee shall be made up of qualified individuals appointed by The NRA Foundation from individuals nominated by *Friends of NRA* committees.

In reviewing grant applications, State Fund Committees will apply the following criteria and recommend to the Foundation's Board of Trustees only projects conforming to these guidelines. All other applications will be rejected or returned to applicants.

**III. ELIGIBLE APPLICANTS.** An eligible group is any organization, association or other entity, whether formally incorporated or not, that has, as a minimum, a unique federal employer identification number (EIN) issued by the Internal Revenue Service. Eligible organizations or groups may apply for an NRA Foundation State Fund Committee grant for a qualifying project or activity.

Applicants seeking to qualify for support shall not discriminate against any member, person or other user of its facilities or equipment on the basis of age, race, color, sex or national origin. Applicants are not required to be members of or have association with the NRA to receive funds under this grant program.

**Ineligible Applicants:** The following organizations **are not** eligible for grants:

- \* Political candidates or organizations
- \* Labor organizations

- \* State Fund Committees
- \* *Friends of NRA* committees
- \* Private business/private enterprise
- \* Other organizations or groups that have not been assigned federal employer identification number by the Internal Revenue Service. (A signed copy of IRS Form W-9 disclosing this number must be included with all applications.)

**IV. PROJECTS/ACTIVITIES ELIGIBLE FOR FUNDING.** Grant requests must conform to, and foster the purposes set forth in The NRA Foundation's Articles of Incorporation. These purposes are as follows:

- ▶ To promote, advance and encourage firearms and hunting safety.
- ▶ To educate individuals, including the youth of the United States, with respect to firearms and firearms history and hunting safety and marksmanship, as well as with respect to other subjects that are of importance to the well being of the general public.
- ▶ To conduct research in furtherance of improved firearms safety and marksmanship facilities and techniques.
- ▶ To support activities of the National Rifle Association of America, but only to the extent that such activities are in furtherance of charitable, educational or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any similar provision subsequently enacted.
- ▶ To engage in any other activity that is incidental to, connected with, or in advancement of the foregoing purposes and that is within the scope of allowable purposes under 26 U.S.C. § 501(c)(3).
- ▶ Law Enforcement Agencies seeking funding in the following areas: Tuition for all NRA training classes; Purchase of Portable Defibrillators for use in patrol cars; Purchase and training of K-9 dogs (to be used for drug detection, bomb detection and search and rescue); Purchase of Individual Body armor; Purchase of "Quic-Clot" (new product for traumatic injury/bleeding - currently in testing phase- recommended for all patrol units); Purchase of Tire spikes - used to stop and puncture tires; Maintenance of, and purchase of Supplies for Police ranges - multi-agency use; Purchase of Individual Traffic safety vests; Purchase of Chemical/biohazard suits; and Purchase of Robots. Other types of projects will be considered on a case by case basis.

Allowable 501(c)(3) purposes or categories are limited to projects which are or include: *Charitable, Scientific, Testing for public safety, Literary, Educational, or Fostering National or International Amateur Sports Competition (cannot include the provision of athletic facilities or equipment).* **EACH APPLICATION MUST SPECIFY WHICH PURPOSE OR CATEGORY THE PROPOSED PROJECT FURTHERS. Any application which fails to state an allowable 501(c)(3) purpose will not be considered for funding.**

**V. RESTRICTIONS ON FUNDING.** The following activities or projects **are not** eligible for funding:

- \* Projects which confer a private benefit upon the members of the applying club or group. (Restricted to a particular club or group only).
- \* Deficit financing. (Payment for something already purchased or reimburse for an event that has already taken place).
- \* Projects for commercial ventures. (Private business).
- \* Projects which require membership in the NRA or in the applying

club or group. (NOTE: **Organizations** may be private or open only to members, PROVIDED that the **project or activity** for which funding is sought is open to the public). Applications must demonstrate and document some measurable public benefit to be eligible for funding.

\* Applications from organization or groups that have not submitted final reports for previously awarded grants.

\*In addition, the following limitations / restrictions apply to grants which are otherwise eligible for funding:

\*Funding cannot be given for competitions requiring NRA or other club or association membership. In addition, although grants may be sought for the purpose of fostering national or international amateur sports competition, grant awards cannot be made for the purpose of providing facilities or equipment to be used in such competitions.

**VI. A SPECIAL NOTE ON APPLICATIONS FROM GUN CLUBS AND RANGES.** Applications from sportsman=s clubs and ranges will be evaluated and treated in the same manner as applications from any other entities. Proposed projects **must** be in furtherance of an allowable 501(c)(3) activity as set forth in paragraph IV above. This is particularly important in light of the very real potential for a determination by the Internal Revenue Service that a private benefit has been conferred upon members of the club or range. Applications from clubs or ranges requesting improvements to ranges must have unassailable documentation that the project will benefit the public at large. **Applications for range or club improvements must contain letters from such organizations as the Boy Scouts, Cub Scouts, 4-H, FFA, law enforcement, ROTC or other military units, recognized charities, or other agencies or groups stating that those agencies or groups regularly use the range or club at no charge for training or educational purposes and that the improvements sought are necessary and required for those agencies or groups to continue to utilize the facilities.** Applicants must provide a minimum of three (3) such letters attesting to the public use of the range or facility or the application for funding will be denied. Applicants are encouraged to provide a letter from each such group or organization which uses the facilities.

Applications from clubs or ranges that describe how the project will benefit club members or NRA members or potential members will be categorically rejected. A statement on an application such as A this project will improve the reputation of the club thereby helping to recruit new members@ is the very essence of conferring a private benefit and, consequently, is strictly prohibited by the Internal Revenue Service.

**VII. COMPLETING THE APPLICATION.** All applications for State Fund Committee grants must be submitted on official NRA Foundation Grant Application forms. These application forms are available from NRA Field Representatives or from The NRA Foundation as well as attached to the NRA Foundation web site. **All requested information must be provided at the time of application including public use letters for projects involving range improvements, IRS W-9 forms, EIN/TAX ID Number, and a signed consideration agreement.** Please feel free to contact the Grant Manager with questions about qualifying projects. In order for grant applications to be promptly considered by the NRA Foundation, they must be received by the State Fund Committee Secretary prior to the application deadline set for that state. Applications are reviewed and recommended for approval by the State Fund Committee utilizing the guidelines contained herein. All applications recommended for approval by the State Fund Committee will be transmitted by the State Fund Committee Secretary in one package to **The NRA Foundation, ATTN: Sandy Elkin, Grant Manager, 11250 Waples Mill Road, Fairfax, VA 22030.**

Prior to transmitting applications to the Foundation, State Fund Committees review each application to insure it has been completed properly and that all supporting / required documentation is attached.

Refer to the FINAL CHECKLIST attached to the application form to insure all required documents are included. **Applications which do not contain all required information, forms, attachments or signatures will not be considered for funding.**

**VIII. FINAL REVIEW/APPROVAL PROCESS.** Once applications have been recommended for approval by the State Fund Committee and

\*No funding will be awarded to an applicant for payment of administrative fees, office overhead, or other similar charges.

\*The Foundation *does not* approve multi-year funding of projects. Requests must be submitted for consideration each year and, the fact that funds were awarded in one year shall not be construed as a guarantee of funding in subsequent years.

transmitted to the NRA Foundation, the following review process will be conducted:

*Step 1:* Applications undergo a thorough review by the grant manager and/or by legal counsel to assure both applicants and projects are eligible for funding under current IRS rules and regulations. Eligibility determinations made by NRA Foundation attorneys shall be deemed final.

*Step 2:* If warranted, the applications may be referred for additional review or comment to an appropriate NRA Foundation department.

*Step 3:* Upon completion of in-house review, projects deemed not to meet eligibility criteria will be returned to the State Fund Committee Secretary. Applicants will be notified that the project has not qualified for funding. State Fund Committee revenue earmarked for such non-qualifying projects will then be credited back to the appropriate state fund and made available to other applicants.

*Step 4:* Qualifying projects are submitted by mail ballot to The NRA Foundation Board of Trustees for final approval on an ongoing basis. A majority vote is required to approve a grant.

*Step 5:* Following affirmative vote of the Board of Trustees, the Grant Manager will notify the applicant that the grant has been approved and request a check from the Foundation Treasurer=s Office. Applicants generally receive the check within sixty days of notification that the grant has been approved. Included with the grant check will be a Final Report form which must be completed and returned (see section IX).

**IX. POST-DISBURSEMENT REQUIREMENTS.** Regulations adopted by the Internal Revenue Service require that The NRA Foundation continue to account for the use of grant monies by the grant recipient. All organizations or groups awarded grants by the NRA Foundation must complete and return, to the Grant Manager upon completion of the project or activity, a Final Report detailing and accounting for how the grant funds were spent. **Grant funds may only be expended in furtherance of the project documented on the grant application. Final Reports should be as complete as possible and include receipts for items purchased with grant funds. Any unused funds must be returned to the Foundation and may not be retained for further use.**

Failure to submit the Final Report on a timely basis or expending grant funds for purposes other than those for which they were sought will preclude the award of further grants to the grant recipient. **In addition, the NRA Foundation reserves the right to, and will demand return of grant funds which were not spent for the purposes for which the grant was awarded.** Such a demand may include the initiation of legal proceedings, where appropriate, to recover misused funds. Unused grant funds should be returned to the NRA Foundation so that they may be made available to other applicants.

Thank you for your interest in the NRA Foundation=s State Fund Committee grant program. Your cooperation and compliance with the above guidelines will help ensure that the grant program is operated in strict compliance with requirements of federal laws governing the operation of charities. Should you have any question regarding this program, please call the NRA Foundation at 1 (703) 267-1131, or write to:

The NRA Foundation, Inc.  
ATTN: Grant Manager  
11250 Waples Mill Road  
Fairfax, VA 22030

1-800-423-6894



The  
**NRA** Foundation  
*Teach Freedom.*