



## GRANT APPLICATION CHECKLIST

**You must follow these guidelines to submit a completed package:**

1. Assemble the items in your grant application in the order listed below.
2. Check off each item when completed.
3. Submit this checklist as the first page of your application package.
4. Submit your application by mail to the address below.

- |   |
|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> 1. Name of Organization _____</li><li><input type="checkbox"/> 2. Complete the <b>Grant Application Summary</b></li><li><input type="checkbox"/> 3. Have the Grant Application Summary <b>signed by the Board Chair and Chief Executive Officer</b> of your organization</li><li><input type="checkbox"/> 4. Complete the <b>Grant Narrative</b></li><li><input type="checkbox"/> 5. Complete the <b>Project Budget Form</b></li><li><input type="checkbox"/> 6. Send <b>a list of the current Board of Directors</b>, including a brief business or community affiliation for each member</li><li><input type="checkbox"/> 7. Attach a <b>copy of your organization's official notice of tax exempt status</b> from the IRS, or explain in your cover letter if not included. If your organization is exempt as a local unit of a national organization, attach certification of membership. (Note: do not send your federal tax ID numbers notice or your state tax exemption letter as these items do not meet this requirement.)</li></ul> |
|---|

**Your completed application package must be postmarked by May 1 of the current year.**

**Carolina Panthers Community Relations Department  
800 South Mint Street  
Charlotte, NC 28202**

**Format Request:** Please do not submit your application in a special binder or notebook or include any additional information that is not requested in this grant application.

## GRANT DISBURSEMENT

- Grant requests will be accepted by May 1st of each year. Applicants will be notified in late July if their application has been approved or declined. Grant distributions will be made in August.
- All questions should be directed to Riley Fields, Carolina Panthers Director of Community Relations at 704-358-7000.



Thank you for your interest in Carolina Panthers Charities. Carolina Panthers Charities was established in 1994 through Foundation for the Carolinas. Our mission is to assess the needs of communities within North and South Carolina and to provide financial resources to assist in creating programs that make measurable and sustainable change for youth in our region.

## TIMELINE

Carolina Panthers Charities grants are awarded one time per year.

<b>Grant Deadline</b>	<b>May 1</b>
<b>Grant Recipients Notified</b>	<b>Late July</b>

## FUNDING GUIDELINES

- Funding is available to non-profit agencies in North and South Carolina whose missions and programs address the needs of **youth** in the following areas:
  - Arts
  - Civic
  - Educational
  - Health & Wellness
  - Other human service needs
- Youth football grant requests, including equipment, uniforms or field grants, should refer to the "Youth Football Grants" section of the Carolina Panthers Charities webpage.
- The maximum grant amount offered through the Carolina Panthers Charities grant process is \$10,000.
- One-time projects or on-going projects are eligible for funding.
- The following areas generally are **not** funded: Capital campaigns, endowment funds, conferences, grants to individuals and travel expenses.
- Organizations must be recognized as tax exempt under section 501(c)(3) of the Internal Revenue Code.
- Due to the volume of applications, we do not provide written feedback on proposals that are not funded.
- *THANK YOU* for your interest in Carolina Panthers Charities. It is our privilege to provide financial support to many agencies and organizations in the Carolinas that make positive differences in our region.



**GRANT APPLICATION SUMMARY**

Contact Name\_\_\_\_\_

Total Budget for the Project\_\_\_\_\_

Job Title\_\_\_\_\_

Amount of Grant Request\_\_\_\_\_

Applicant Organization\_\_\_\_\_

Date of Incorporation\_\_\_\_\_

Address\_\_\_\_\_

Today's Date\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Telephone\_\_\_\_\_ Fax\_\_\_\_\_

Email\_\_\_\_\_

**Name of Project:** \_\_\_\_\_

Please concisely address the following **on this page only:**

(1) Your organization's mission statement.

(2) Are you seeking project support or general support? If project support, please describe if on-going or new project.

Current organization budget\_\_\_\_\_

Total project budget\_\_\_\_\_

**Approval of Board Chair and Executive Officer:**

We have reviewed and approved submission of this grant request. We certify that the applicant organization does not discriminate on the basis of race, color, age, gender, sexual orientation or national origin. We also certify that our most recent IRS notification of our organization's 501(c)(3) status is attached to this application and that the organization has received no notice from the IRS of any proposal, threat or suggestion to revoke or modify this determination.

Board Chair Signature/Date\_\_\_\_\_ Board Chair Name (Print)\_\_\_\_\_

Executive Officer Signature/Date\_\_\_\_\_ Executive Officer Name (Print)\_\_\_\_\_



## GRANT NARRATIVE

Please answer the following questions on the following Grant Narrative Response page. Your compiled responses should not exceed one (1) page.

1. In a short paragraph, please describe the program/project for which you are requesting funds, if time sensitive, please include date. Also, include how many youth will be served, scope of program and geographic area of program participants (Be specific: race, age, ethnicity, gender, neighborhood, geographic area, socio-economic groups, geographic area, percentage of community included, etc.).
2. If other than general operating support, why did you decide to pursue this project and whether it is a new or ongoing part of your organization.
3. What do you hope to accomplish (outcomes) with this project?
4. What are the activities or steps do you plan to use to reach these outcomes? Please include the responsible staff person and estimated dates for completion?
5. Detail any current or past relationship with the National Football League, Carolina Panthers, Carolinas Stadium Corp., Carolina Panthers Charities and Carolina Panthers players. This information should include partnerships, financial support, stadium usage, in-kind gifts and player appearances in support of your agency.



**GRANT NARRATIVE RESPONSE**



**PROJECT BUDGET FORM**

Applicant \_\_\_\_\_

Project: \_\_\_\_\_ Time Period Covered: \_\_\_\_\_

**SECTION ONE - PROJECT INCOME**

(Check One)

<b>Funding Sources:</b> List each actual and/or anticipated source of funding for this project ONLY. Do not include in-kind support.	Amount	Funds Committed	Funds Requested
Carolina Panthers Charities Grant (Box 1)			✓
<b>Total Project Income</b> (Box 2)			

**SECTION TWO - PROJECT EXPENSES**

<b>Expense Items:</b> List expense items for this project. On a separate page, provide brief descriptions of any items which are not self-explanatory.	Amount	Amount of item to be funded from Carolina Panthers Charities grant
<b>Total Project Expense</b>		

Should match Box 2 above

Should match Box 1 above