

Wyoming Community Grant Program Wyoming Community Gas

Guidelines

Mission:

To wisely invest Wyoming Community Grants in programs that enhance quality of life with community projects in the Wyoming Choice Gas program service areas.

Qualifying Applicants

- Arts and Culture
- Community Improvement

Qualifying Criteria

- Government and governmental agencies such as cities and towns.
- Organization is exempt from federal income tax under section 501(c) (3) of the Internal Revenue Service Code
- Charitable organization is in full compliance with all federal, state, and local laws or regulations
- Project addresses community-related issues in communities in the Wyoming Choice Gas program area
- Grants generally will not be given to private foundations
- Grants generally will not be given to individual persons
- Grants generally will not be given to tax-supported organizations or religious groups and churches, except for programs or projects that broadly benefit the community.
- Grants generally will not be given to individual pre-college schools or individuals pre-college school foundations

Grant Requests Should Include The Following Information:

- Proposal Summary. Brief description of the program or project for which funding is being requested, including target population, number of people who will be served, and desired impact.
- Amount of the request, not to exceed \$2,500. Total fund-raising goal for the project.
- Organization's stated mission.
- Organization's annual budget. Primary sources of funding.
- Others who financially support the project.
- List of organization's directors and/or list of project committee members.
- Attached copy of organization's 501 (c) (3) tax-exempt status determination from the IRS.
- Attached copy of organization's W-9 form, which verifies its taxpayer identification number.
- If a Request is from a city or town, then a Resolution passed by the council must be attached.
- Written permission from property owner if property to be used is not private, i.e. city, county, state, or federal.

Grant requests must be received in the Wyoming Community Gas office (2116 Pioneer, Cheyenne, WY 82001) by December 31, 2007. Grant requests will be reviewed by the Wyoming Community Grants committee who will make recommendations to the WCG Board of Directors.

For Information contact: Stephanie Reeves, Wyoming Community Gas Marketing Representative, 307-775-9323. Mailing Address: 2116 Pioneer Ave, Cheyenne, WY 82001.



Wyoming Community Grant Request Form

Please return this form to:
Wyoming Community Grant Program
c/o Wyoming Community Gas
2116 Pioneer Avenue
Cheyenne, WY 82001

PART A (to be completed by organization)

Date: _____
Organization: _____
Address: _____
Contact Person: _____
Fed.ID#: _____
Telephone: _____ Fax: _____
Email: _____
Signature: _____

-
- Have you, or will you, received funding from other organizations within the last year?
Y or N If yes, total dollar amount received: \$_____
 - Will you be able to complete your objective if only partially funded? **Y or N**

Proposal Summary (Limit to one page with supporting documents) **Please Attach.**

Amount of request: \$_____

PART B Please attached copies of the following:

- ✓ Completed Wyoming Community Grant Request Form. Please provide all information requested.
- ✓ IRS 501(c) 3 determination letter and W-9 form.
- ✓ Supporting documents
- ✓ Budget
- ✓ Others who financially support the organization & their contribution levels
- ✓ List of organization's directors and/or project committee members

PART C (to be completed by Wyoming Community Grant Program committee)

Date of meeting: _____
Committee Members: _____

Accepted: **Y** or **N**

Amount Funded: \$ _____