



The John H. Emery Rail Heritage Trust Grant Application Form

Applications will be accepted up to 11:59 EST pm February 1st of each year. Please read the purposes of the Emery Rail Heritage Trust, the outlined application procedures and the guidelines carefully before preparing the application, all found at www.emeryrailheritagetrust.com. Please Email this form and all supporting documents to: applications@emeryrailheritagetrust.org

1. Please complete ALL requested information. Failure to do so could result in disqualification. All information must be typed.
2. Applicant MUST submit a copy of the IRS letter of determination 501(c)(3).
3. Submit a copy of the most recent completed IRS Form 990, or evidence of 990N e-Postcard filer status.

Section 1 – Background Information

1. Date of this Application: Amount Requested: \$
2. Organization's Legal Name:
3. Doing business as (if applicable):
4. Physical Street Address:
5. Physical Street Address:
6. City, State and ZIP:
7. Mailing Address (if different):
8. City, State & Zip:
9. Office Phone Number
10. Website Address:
11. Brief Description of Project:
12. Are you a Non-Profit: Yes No
13. Are you Tax Exempt: Yes No Tax Exempt ID #
14. Contact Person:
15. Contact Person Title:
16. Contact Phone Numbers: Day: Night: Cell:
17. E-Mail Address:
18. Year your group was founded:
19. Budget for Current Year:
20. List Major Funding Sources:

Section 2 – Organization History and Overview

1. Mission Statement:

2. Brief description of major current projects, programs and activities:

3. Description of major past goals met, number of people served, achievements:

Section 3 – Proposal Information

1. Amount Requested:

2. Project Title:

3. Project Description: Include a detailed history of the item or artifact. Specify the ownership of the item or artifact. If this is a part of the larger project, briefly describe the larger project and the relationship of the “part” to the “whole.” For attachments and photos, please e-mail with this form.

Is this item owned by another non-profit organization? Yes No

If yes, please give us the name, address, contacts and Tax ID number of the owning organization.

Is this item owned by a government body? (state, city, town, etc.) Yes No

If the answer is yes to either question, please submit all leases and agreements between your organization and the owners.

4. Relevancy: Describe how this project meets the principles of the Emery Rail Heritage Trust.

5. Project Schedule: Include planned project schedule including start date and estimated completion date. If this is part of a larger project, give dates for both.

6. Project Budget: List amounts to be used for materials, hired labor and an estimate of volunteer hours. It is understood that exact numbers may not be available before a project is begun – identify estimates if used. Include cost estimates from outside vendors and suppliers.

7. Other Fundraising: Specify how much money (if any) in total has already been raised each year toward this project. Identify any other grants or sources of income and the amounts received for this project, if any. Specify how many volunteer hours have been spent on this project.

8. Membership: How many members are in your group? How many will be working on this project?

9. Paid Staff: How many paid staff does your organization employ, and how much is paid in salaries/wages?

10. Financial: Discuss the success of previous fundraising efforts for this and other projects and the success of your organization in meeting any previous matching grants. Please attach a profit and loss statement and balance sheet for the previous fiscal year (this is requested solely to determine your organization's ability to maintain restored assets in good condition and ability to raise money.)

11. Once this project is completed, how will ongoing maintenance be funded?

12. Are you willing for representatives of the ERHT to inspect the progress of the work done, the quality of the work done, and the financial books, paperwork, receipts, etc., should you be awarded a grant? Are you also willing to make reports as requested by the Trust in writing to the ERHT as work progresses? Yes No

13. Explain how you plan to recognize the Emery Rail Heritage Trust for any grant that is received: (Please refer to item #7 in the instructions for details.)

14. Identify any special programs that your organization uses to attract and train new members, especially youth, to the rail preservation movement, and explain how successful they have been (number of personnel involved, retention rates, etc.). Do you have an apprenticeship program?

15. Please include a copy of your non-discrimination policy that you use for your web site, and other brochures, paperwork, etc. This could be very similar to the Emery Trust policy as listed on our web site, as reference.

Section 4 – Certification and Signatures

I hereby certify that the information contained in this application is true and correct to the best of my knowledge, and I authorize the John H. Emery Rail Heritage Trust to publicly disclose any grant that is approved as a result of this application. Any grant monies received will be used for the purpose(s) or project(s) indicated on this application.

In the event that we are awarded a grant, we agree to issue a final report at the completion of the project as requested by the trust. We further agree to allow representative(s) of the Emery Rail Heritage Trust to periodically inspect the progress. Finally, we agree to acknowledge and memorialize the Trust as agreed to.

Organization Executive Director (or equivalent):

Name and Title

Signature

Date

Organization Board Chair (or equivalent):

Name and Title

Signature

Date

Printing your name above is legally binding contract

**Please Email this form and all supporting documents to:
applications@emeryrailheritagetrust.org**

ERHT office use only:

Date Received:

Date Acknowledged:

Decision Date:

Amount Awarded:

Notification Date:

Check #/Date/Amount: