

**2023 GRANT APPLICATION INSTRUCTIONS**

The Tri-Lakes Women’s Club (TLWC) will award funds to approved 501(c)(3) and 501(c)(4) non-profits and to public service organizations that provide significant services to residents of the Tri-Lakes area, as well as District 38 schools. Our grant program’s purpose is to fund specific items that would be difficult for an organization to purchase without our assistance.

* **Awards are limited to $ 2,000 or less.** All applications must be postmarked or submitted by email to [granting@tlwc.net](mailto:granting@tlwc.net) by March 15, 2023 to be considered.
* Applications with missing information will not be considered.
* Organizations that use paid telemarketers are not eligible to receive a grant.
* Sales tax is not reimbursable.
* Grant funds may not be used as reimbursement for items purchased before you are awarded a grant. (Purchases prior to May 19, 2023 will not be reimbursed.)
* TLWC grants are generally reserved for projects or programs. Items that will *not* be funded include general operating expenses (such as rent or salaries) and requests from pass through organizations.
* The service(s) provided by the grant applicant organization should be focused on the Tri-Lakes community. A detailed explanation describing how your organization and its services will benefit this community is required.
* Nonprofit applicants must be able to document their Federal Income Tax exemption status under section 501(c) (3) or 501(c)(4) of the IRS Tax Code.
* Organizations receiving grants are subject to on-site evaluation during the year following the award to see the value the award has provided to the organization.
* Information submitted to TLWC in reference to an individual organization’s grant will be kept strictly confidential.
* All applicants will be informed of the status of their grant request by June 1, 2023.
* Organizations awarded a TLWC grant must submit all receipts/paid invoices substantiating expenditures to the TLWC Grant Chair no later than January 15, 2024. Earlier submission, when possible, is appreciated.

Email questions to Anne Campbell, Grant Committee Chair, at [granting@tlwc.net](mailto:granting@tlwc.net).