



## Quarterly Grant Application Instructions

**Upton Economic Development Board (UEDB) Grants are awarded quarterly on a competitive basis, based on funds available.**

### 3 QUESTIONS TO ASK BEFORE APPLYING FOR A GRANT

1. When can I apply for a grant?

Applications are due by 11:59 pm on the deadline date. If the deadline date falls on a weekend or holiday, applications are accepted on the next business day until 11:59 pm.

<b>Application Deadline Dates</b>	<b>Notification Dates</b>
March 15	April 15
June 15	July 15
September 15	October 15
December 15	January 15

2. Am I eligible to receive a grant?

The following types of organizations qualify for grants:

- Nonprofit organizations exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code.
- Public or governmental agencies may not be eligible, please contact UEDB.

**NOTE: Grants are not made to individuals.**

3. How much can I request?

- Grants may be awarded up to \$6,000.00 per quarter.

### **Smart Guidelines**

When filling out the application and putting together the Project Narrative, please keep the following SMART guidelines in mind:

- **Specific** – Who, what, where, when, and why? What does the organization hope to accomplish with the funding?
- **Measurable** – How much? How many? What will you see change as a result of implementation? How will you know you have been successful?
- **Attainable** – Do you have the staff, board, financing and or other resources to accomplish your goal?
- **Report** – Is the expected result realistic and is there a plan to communicate the result?
- **Time-related** – Can the goal as described in the proposal be achieved in a 12-month period?

### **Project Narrative**

The project narrative serves two purposes: it should explain how the costs were estimated and it justifies the needs for the cost. Focus on the line items for which you are requesting funding and any unusual line items. For example, if all of the funds you are requesting will go toward a consultant, why is the consultant critical to the success of your project? You may want to include some timeline information in the narrative if it is relevant to your project.

### **Grant Award Criteria**

The Grant Committee will assess your application for the following:

- Does the project create revenue to help the organization become self-sustainable?
- How does the project benefit or serve the community?
- Who are you serving, and how many are you serving?

### **Grant Award Notification Dates**

You will be notified by email or your grant status, as either amount awarded, or grant denied. Notification dates are associated with the application deadlines, as listed above, and on the application.

You may reapply the following quarter if your grant application was denied due to a lack of available funds.

### **APPLICATION SUBMITTALS**

Please submit applications and attachments to Stephanie Salazar via email at [director@uedb.org](mailto:director@uedb.org) or mail to U.E.D.B., PO Box 731, Upton, WY 82730.

Please contact Stephanie Salazar, Executive Director at [director@uedb.org](mailto:director@uedb.org), or call 307-282-0652 if you have any additional questions.