



Durham Merchants Association Charitable Foundation
PO Box 52016, Durham, NC 27717
www.dmacf.org

Grant Application

Each grant request must include and adhere to the following:

1. A completed grant application (Items 1-11 below) must be submitted.
2. A complete copy of the most recent operating statements and audit reports for the past two years of organization. If the applicant does not receive audit reports, one copy of the current income tax return or Form 990 must be submitted. All organizations MUST include an in-house Profit & Loss Statement and Balance Sheet within the last 6 months of the Application.
3. A copy of the federal certification letter granting charitable status as a 501(c) (3) organization. (This is not applicable to government agencies or religious organizations.)
4. No request will be considered for more than \$10,000.00.
5. All documents must be submitted in PDF format to grants@dmacf.org and emails must not exceed 20MB.
6. Applications must be received by April 1st or October 1st.

Grant Items:

1. Name, address, phone number of organization and date submitted.
2. Name, title, and email address of contact person with the organization.
3. Nature and purpose of the organization including date established.
4. Number of staff and volunteers.
5. A list of current Board Members with their organization and/or occupations.
6. Total amount needed to fund project.
7. Amount of grant request for project and latest date you would need this funding.
8. Include a line item budget of the project proposed for this grant.
9. Other foundations to which you are applying for funds.
10. Purpose for which grant is requested. Summarize proposal in three sentences or less.
11. Attach a detailed description on one additional sheet.

ANY APPLICATION THAT IS INCOMPLETE WILL BE SENT TO THE GRANT'S COMMITTEE WITH THE WORD "INCOMPLETE" ON THE APPLICATION.

Applicant signing this request has no knowledge of any facts or circumstances that may jeopardize organization's exemption from federal income taxation or its exemption from private foundation status. Applicant has received no notice and acquired no knowledge that the Internal Revenue Service proposes or intends to revoke its exemption from federal income taxation or its exemption from private foundation status.

Organization

Date

Applicant's Signature

Printed Name

Title

For additional information contact:
Steve Hancock, Executive Director
inquiries@dmacf.org Durham, NC 27717

Our legal name to appear on all correspondence, advertising, promotional, acknowledgements, etc. must be DMA Charitable Foundation or Durham Merchants Association Charitable Foundation.