

# **Mid-Atlantic Chapter of ACBS**

## **2024 Grant Request Guidelines & Information**

**It is the intention of the Officers and Directors of the Mid-Atlantic Chapter of ACBS (Chapter) to develop a procedure for, Individuals and organization to apply for financial assistance. Request will be evaluated for the direct purpose as to how they meet the goals of the organization. In addition, the geographic scope of the giving pattern is primarily defined as the same geographic area covered by the Chapter.**

**All applications must include the following information:**

- 1. A description of your organization , age of organization and its mission, along with a primary point of contact,**
- 2. A description of the project or purpose for which the requested funds would be used,**
- 3. The amount of funds being requested,**
- 4. A copy of your organizations 501(C)(3) exemption letter,**
- 5. A complete copy of your organizations last filed 990 which includes all financial information, a listing of executive officers (and compensation), a listing of directors/trustees, etc.**
- 6. Your organizations program ratio which is the percentage of annual revenues spent for program activities.**
- 7. List of directors/trustees that includes current professional affiliation/status (used to determine conflicts of interest).**
- 8. A completed and executed IRS Form W9 (attached for your convenience).**

**Deviation from the above referenced guidelines must be unanimously approved by the Board of Directors,**

**Grant requests received by September 1st, 2024, will be evaluated by the Board of Directors. Approved grants will be remitted by November 30th, 2024. If you have any questions, please do not hesitate to contact Joe Gartner, Treasurer at 609-209-2733 or joegartner1@gmail.com .**

**Adherence to guidelines will secure objective consideration of your grant application.**