

APPLICATION

ABOUT YOUR ORGANIZATION

Legal name of organization: _____

Executive Director: _____

Address: _____

IRS 501(c)(3) nonprofit? Yes No

State your organization's mission.

Total board members: _____ Volunteers: _____

ABOUT THIS PROJECT

Contact person: _____

Title: _____

Phone: _____ Fax: _____ E-mail: _____

Amount or item requested: _____

Type of request (operating, project, capital or other): _____

Summarize your proposal to Nashoba in four sentences or less. (Include the name of the project or capital campaign, if applicable.)

List the proposal's target population, constituents and geographic communities.

PROPOSAL NARRATIVE

Please be sure to answer **all** the following questions in the proposal narrative as incomplete applications will not be considered. Proposal should be no more than 5 pages in length.

Profile of your organization and of your request

1. Brief summary of organization's history, goals and key achievements.
2. Overview of organization's structure and programs, including board, staff and volunteer involvement.
3. Description of the specific request that includes goals and objectives. (If it's a project request, provide a profile of the project.)
4. Specific activities and timetable for meeting your stated objectives.
5. Future plan for sustaining this effort and strategy for building your funding base.

Attachments The following attachments must accompany the proposal:

IRS letter confirming 501(c)(3) tax-exempt status

General Guidelines:

1. You must be an U.S. based IRS 501 (c) (3) qualified charitable or educational organization.
2. We will not contribute to an individual person or family.
3. We will not contribute to a political candidate or organization.
4. We will not contribute to labor or fraternal organizations.
5. We will not fund memorials or endowments.
6. We do not fund agency and/or school sponsored walk-a-thons, athletic events, or athletic group sponsorships.
7. We do not fund door prizes or raffles.
8. We do not fund school-affiliated orchestras, bands, choirs, drama groups, yearbooks, class reunions or class parties.
9. We do not consider organizations that discriminate by race, creed, gender, ethnicity, sexual orientation, disability, age or any other basis prohibited by law.
10. We will advertise in publications, yearbooks or school programs where the participants are not at least 21 years of age.
11. We do not consider applications by phone or verbal solicitations.

Please send your request to:

Charitable Contributions
Nashoba Valley Spirits
100 Wattaquadoc Hill Road
Bolton, MA 01740

or fax to:

978-779-5523

To the attention of the Charitable Contributions

Organizations will receive formal response by mail. Due to the volume of requests, phone calls will not be accepted for approval or disapproval of requests.