



Beaufort Wine and Food Weekend is a 501(c)(3) non-profit organization that strives to raise funds to benefit non-profits that excel in community enrichment and enhance quality of life in Carteret County.

ABOUT THE GRANT: Organizations must apply awarded funds towards a specific, tangible project that benefits and enriches Carteret County. The community enrichment grant favors projects that invest in a way that gives back to the community for years to come.

An organization must meet the following criteria in order to apply:

- Organizations must be qualified as tax-exempt public charities under Section 501(c)(3) of the Internal Revenue Code or be a similar tax exempt entity. An exception is made to include fire and rescue departments.
- If your organization operates as a 501 (c)(3) public charity via a fiscal agent, your application's supporting documentation must include a letter from the fiscal agent organization that verifies the relationship and includes when the relationship was established.
- Organizations must offer programs and services without discrimination on the basis of age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation or religious belief.
- Recipient organizations must agree to provide volunteer workhours to assist at Beaufort Wine and Food fundraising events in the upcoming year.

Restrictions - Grants are not awarded for:

- Administrative or operating expenses including salaries and ongoing program expenses.
- Political purposes or lobbying
- Activities that are restricted to members of a particular faith community or promote a specific religious doctrine
- Loans or reimbursements for projects already completed.
- Individuals
- Re-granting by the applicant organization
- Sponsorships or advertising

General:

- Grant decisions are made on a case by case basis by Beaufort Wine and Food's board members.
- **DEADLINE** – Organizations may submit a request for funding beginning January 16th, with a **deadline of Friday, June 2nd, 2017, no later than 5:00 p.m.**

General (continued):

- Completed grant applications will need to be submitted both electronically via email to beaufortwineandfood@gmail.com; and a hard copy must be delivered to the office at 129 Middle Lane, Beaufort, NC 28516.
- Organizations will be notified if their project is selected by July 14th, 2017.
- Beaufort Wine and Food may require project expense documentation (copies of receipts, invoices, etc.) and may choose to pay project invoices directly.
- Beaufort Wine and Food requires that all organizations submit a follow up report once grant funds have been obtained and applied to the approved project.
- Beaufort Wine and Food reserves the right to award additional funds to select non-profit organizations beyond the grant application period.

- **Instructions:** All applications should consist of:
 - I. Cover Letter
 - II. Proposal narrative
 - III. Required attachments
 - IV. Certification form (attached)

Applications ***MUST*** be submitted electronically to beaufortwineandfood@gmail.com **AND** mailed to the Beaufort Wine and Food office, located at **129 Middle Lane - Beaufort, North Carolina 28516** no later than **June 2nd, 2017**. Failure to provide the information requested may result in your application being excluded from consideration.

I. Cover Letter

Include a cover letter on letterhead that contains the following information:

1. Briefly explain the purpose of the project.
2. Please include the dollar amount requested.
3. Explain how your organization’s proposed project will provide community enrichment and enhance quality of life in Carteret County.
4. Contact person’s name, title, daytime telephone number, E-mail address and mailing address

II. Proposal Narrative (maximum of 4 pages)

The following outline is a guide to the information to be provided in the proposal narrative. Failure to provide the information requested may result in your application being excluded from consideration.

A. Organizational Background

1. Provide one to two paragraphs that succinctly describe the organization’s history, mission, and goals.

B. Purpose of Request and Anticipated Results

1. State the issue or need your project will address. If applicable, provide information regarding the community or population benefiting from or served by the project.
2. Describe the project in detail.
3. Discuss the anticipated results, goals or objectives for the project.
4. Indicate what information will be collected to measure and demonstrate success of your project.
5. Include a project timeline. Describe the overall work plan including a timetable, anticipated start date, completion date and approximate date that funds will be needed.

C. Project Finances

1. Provide the projected cost of the total completed project.
2. Submit a detailed project budget, listing income, expenses and pending sources of support.
3. Justify the project budget and why it is consistent with the associated output that the funds will support.
4. List other sources of funding for this project/proposal including amounts of funds previously received and amounts of funds pledged but not yet received. If funds are being provided or requested from other sources, please list those sources, amounts and the current status of funding from each.

D. Organizational Capacity

1. Describe the organization’s ability to implement the project. Include information on the following, as applicable to the project:
 - a. Explain how this project relates to the organization’s mission, goals and/or strategic plan, and other activities planned for this year.
 - b. Describe the organizational structure and board/staff responsibilities. List the names and qualifications for key staff and/or volunteers relevant to the current request.
 - c. Indicate how the organization will sustain the project.
 - d. List the names and affiliations of your organization’s Board of Directors.

III. Attachments

A. Other REQUIRED materials

1. Complete income statement (or equivalent) for your last fiscal year and complete operating budgets for the current fiscal year and the next fiscal year.
2. A copy of the organization’s current IRS determination letter (or the fiscal agent’s) indicating tax-exempt status.
3. A copy of the organization’s registration with the Charitable Organization Division of the Office of the Secretary of State for the State of North Carolina, or indicate the reason for exemption.

B. Optional: letters of support, recent newspaper/magazine articles. *Please use discretion in limiting additional attachments.*

IV. Certification

Please complete this page and include it with your final application submission.

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information submitted, including attachments and supporting materials is true and correct to the best of our knowledge.

We understand that all grant decisions are determined on the relevance of the request and approval is at the discretion of the Beaufort Wine and Food Board of Directors.

Name and Position of Authorizing Official _____

Signature of Authorizing Official _____ Date _____

Signature of Contact Person _____ Date _____

Email address of Contact Person _____

Telephone Number of Contact Person _____