



Town of Beaufort
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2141 • 252-728-3982 fax
www.beaufortnc.org

Grant Application

Applications submitted to the Town of Beaufort will be evaluated both in terms of the applicant and the grant proposal using the following criteria:

Applicant Criteria

- Applicant organization must have a clearly stated purpose and function and be responsible for the planning and provision of a cultural, social or recreational program/event.
- Applicant must demonstrate that it has the managerial and fiscal competence to complete the proposed project. Repeat applicants must have a successful history of using prior grant funds.
- The organization must have non-profit status as defined in Section 501(c)(3) or (c)(6) of the Internal Revenue Code (no exceptions made).
- The organization must give evidence that it has pursued other sources of financial support.
- The organization must extend its program to the general public and may not exclude anyone by reason of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status.

Grant Criteria & Guidelines

- Events must take place within the town limits of Beaufort.
- An organization may only apply for one grant per fiscal year. An organization may not submit multiple grant applications for separate events.
- Grant requests must meet one or both of the purposes below:
 - Promote tourism in Beaufort
 - Have cultural, social and/or recreational benefit to Beaufort residents
- Priority will be given to events that take place in “non-peak” tourism months (October-April) and bring people to Beaufort.
- Past grant performance of the organization is considered.
- Grants may only be used for the purpose of defraying the costs of Town-supplied services required as a result of event production



Town of Beaufort

701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516

252-728-2141 • 252-728-3982 fax

www.beaufortnc.org

Grant Levels

Level 1: Up to \$1,000

Level 1 grants can be attained by organizations with local influence that bring cultural, social, recreational and economic benefit to the residents of Beaufort. Organizations that receive such grants must agree to recognize the Town of Beaufort as a sponsor of their event by placing the Town's logo on all its event marketing materials and website.

Level 2: \$1,000 - \$2,500

Level 2 grants can be attained by organizations with countywide influence that bring patrons to Beaufort. Events that are hosted in Beaufort by such organizations have distinct benefits for local residents, and bring county residents to Beaufort. Organizations that receive such grants must agree to recognize the Town of Beaufort as a sponsor of their event by placing the Town's logo on all its event marketing materials and website.

Level 3: \$2,501 - \$5,000

Level 3 grants can be attained by organizations that have the means to increase local tourism and effectively bring out-of-county patrons to Beaufort. Events that are hosted by such organizations encourage and promote tourism. Organizations that receive such grants must agree to recognize the Town of Beaufort as a sponsor of their event by placing the Town's logo on all its event marketing materials and website.

Submission Guidelines:

- Funds are limited and are awarded at the discretion of the Board of Commissioners per the listed criteria.
- Grant cycles are open once a year. All applications must be submitted to Town Hall by 5 p.m. March 1, 2019 to be considered for the 2019/20 fiscal year. (Exceptions have been made for 2018/19 FY – Applications must be received by 5 p.m. July 31, 2018 for consideration in the 2018/19 FY (July 1-June 30).
- Grants will not be considered and/or awarded outside of the allotted time periods.

All applicants will be asked to submit the following documents with their application:

- Non-profit organization's financial statement
- Tax exempt certification
- Completed application



Town of Beaufort

701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516

252-728-2141 • 252-728-3982 fax

www.beaufortnc.org

Applicant: Please use this as a checklist for your application. Everything on this checklist is required, unless otherwise indicated. Applications submitted without these items are incomplete and will not be considered for funding.

- Grant Application Form
 - Description of event or activities to be supported by the grant
 - Description of who will benefit from the event, including any tourist attraction potential
 - Description of any collaborative efforts with other agencies relative to this event.
 - Total amount requested, including a prioritized breakdown of individual line items within that total.
 - Detailed budget for the event, including expenditures to be supported by the grant and expenditures supported by other grant sources.
 - Description of how your organization will acknowledge the Town in your promotional materials.
 - Organization's website URL

- Your organization's most recent complete annual financial statement
- Your organization's tax-exempt certification
- Signed Statement (last page of this document)



Town of Beaufort
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2141 • 252-728-3982 fax
www.beaufortnc.org

Grant Application Form

Date(s) of Event: _____

Name of Event: _____

Event Location: _____

Name of Organization: _____

Address of Organization: _____

Website URL: _____

Name of Contact Person: _____

Phone Number: _____

Email: _____

Total Amount Requested: _____

Purpose of Grant Request (Limit to 100 words or less):



Town of Beaufort

701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2141 • 252-728-3982 fax
www.beaufortnc.org

Provide a brief description of the event: _____

Provide a brief description of your organization and its cause including how the event supports the overall goals of the organization. _____

How many years has this event taken place? _____

What is the historical attendance? _____

What is the anticipated attendance? _____

Expected percentage of in-county vs. out-of-county attendees? _____

Describe any collaborative efforts with other agencies relative to this event?



Town of Beaufort

701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2141 • 252-728-3982 fax
www.beaufortnc.org

Please read the following information and sign to indicate that you have read and understand it.

This grant application does not commit the sponsor to award a grant or to pay any costs incurred in the preparation of this application or to procure or contract for services or supplies. The Town of Beaufort reserves the right to accept or reject any or all applications received, to fund on a line item basis, to negotiate with all qualified applicants, or to cancel in part or in its entirety this application, if it is in the best interest of the Town to do so.

Event applicants are responsible for securing a separate Special Event Permit with the Town. The Event Application and Guidelines are online at <http://beaufortnc.org/i-want-to/host-a-special-event>.

I, _____, have read and fully understand the application and the guidelines. I further attest that all the information in this application is accurate to the best of my knowledge.

Signature _____ Date _____

Title _____

Applicant Organization _____