

The **DEPOT OUTLET**

Depot Outlet, Inc.
Board of Directors
105 Railroad Avenue
Decorah, Iowa 52101
563-382-2700

FUNDING REQUEST GUIDELINES

The Depot Outlet board of directors will review all completed and submitted funding request applications. Requests for funding will be considered based upon the following guidelines:

1. The Depot Outlet board of directors will only grant funds to the following types of organizations:
 - Non-profit organizations located in Winneshiek County, Iowa, that have obtained federal tax exempt status pursuant to Internal Revenue Code Section 501(c)(3).
 - Churches or religious worship organizations (or recognized auxiliaries of such church organizations) located in Winneshiek County, Iowa.
 - State and local government organizations or agencies located in Winneshiek County.

The Depot Outlet board of directors will not grant funds to individuals, businesses or groups that are not tax exempt non-profit organizations.

2. Organizations requesting funds must be self-sufficient and capable of funding their internal operating expenses. The Depot Outlet board of directors prefers to grant funds to be used for identifiable programs and projects. The Depot Outlet board of directors will not normally grant funding to organizations to be used for their regular operating expenses.

3. Applicants are limited to one funding request each calendar year.

4. A funding request application must be completed in its entirety, and signed by an authorized representative of the applicant. The Depot Outlet board of directors will not consider uncompleted funding request applications.

5. If Applicant's application meets Depot Outlet's initial requirements, Depot Outlet will invite Applicant's representative to present the funding request to Depot Outlet's board of directors. The Depot Outlet board of directors requires that a representative of applicant personally appear at a board of directors meeting before any funding request is granted.

6. The maximum dollar amount of funds granted will be subject to the Depot Outlet grant funding limits, as determined by the board of directors, from time to time.

7. Funds granted to applicants can only be used for projects benefiting groups or communities located in Winneshiek County, Iowa.

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Date Application Received: _____
Presentation Date: _____
Presentation Time: _____

FUNDING REQUEST APPLICATION

The following Organization submits its application to the Depot Outlet board of directors to be considered for funding. Organization represents to Depot Outlet that all of the following information is complete, timely and accurate:

Name of Requesting Organization:

Is Requesting Organization a Non-Profit? Yes: No: Federal EIN:

Is Requesting Organization Located in Winneshiek County? Yes: No:

Amount of Grant Requested:

Total Project Cost:

Total Funds Raised to Date:

Description of Project For Which Funds Would Be Used:

Have you raised other funds for This Project? If so, please identify:

How Do You Believe This Project Will Aid the Community?

Applicant's Contact Person:

Name:

Telephone:

Address:

Signature of Applicant's Authorized Representative

Date

Please add additional pages to this application to provide more complete funding request information. Please send completed application to Stacy Merrill, Depot Outlet, Inc., 105 Railroad Avenue, Decorah, Iowa 52101. If you have any questions regarding the grant application process, please contact Stacy Merrill at 563-382-2700.