

NORCROSS WILDLIFE FOUNDATION, INC.
CURRENT GRANT REQUEST GUIDELINES (rev. 10/11)

1. ABOUT NORCROSS GRANTS:

Applicants must be non-profit organizations (NGOs) as determined by the IRS. Norcross makes **ONLY restricted grants:** for land protection, program-related office and field equipment/technology, public-education materials. We support a **very limited** amount of community-service work, confined to the NYC Metro area and the towns near the Norcross Wildlife Sanctuary. We **DO NOT support** salaried positions, animal welfare or wildlife rehabilitation; nor do we renew earlier grants, make grants to individuals, match other funders' support, or make multi-year grants. And whereas we **generally do not support** research, conferences, general-operating/ membership or fundraising expenses, we will occasionally fund the tools necessary to accomplish this kind of work. Norcross will consider requests for **NO MORE THAN \$10,000**; but please note that our grants average less than \$5,000. **We will generally consider only one grant request per organization per year.**

2. SUBMISSION. (NOTE: No deadlines, we review requests quarterly)

(A) Step #1: Download the Application FORM from our website at www.norcrossws.org.

(B) Step #2:

- Complete the application FORM
- Prepare a two PAGE letter, on your letterhead, describing your organization's mission, project goals, and request for a specific \$\$ amount;
- Prepare a one PAGE budget breakdown. This should be of the **REQUEST**, not of an OVER-ALL or ORGANIZATIONAL budget), in round numbers;
- Obtain a clear copy of your latest IRS Letter of Determination.
- E-mail the four documents to: Applications@norcrossgrants.org:

PLEASE do not send your request to our Massachusetts or New York office. Once your application has been received, an e-mail reply will be sent acknowledging its receipt.

If for some reason you are unable to submit your application via e-mail, please contact our Director of Grants Programs, John McMurray @ **718-791-2094** for additional directions.

(C) Step #3: Within twenty-one days or so, you will be notified if your request has been accepted for consideration. If so, your request will be assigned a reference number for use in subsequent correspondence. The notification will indicate the **approximate** date of Board review when your request will be considered.

You may be asked to supply additional information about your organization or the proposal – e.g., list of directors, other potential sources of support, latest complete tax return etc. Until you hear from us, please do not call to ask for a meeting to discuss it – the request will stand or fall on its own merits.

If you have any questions about our guidelines or grant application process, please email our Director of Grant Programs, John McMurray at john@norcrossws.org or call our New York office at (212) 362-4831 or (718) 791-2094.

Please follow these guidelines carefully. We hope this information is helpful. Good luck!