

GRANT APPLICATION

1.
 - a. Is the applicant organized as a nonprofit organization under State laws governing charitable organizations? ~ Yes ~ No
If yes, what State or Commonwealth governs? _____
If no, please explain: _____
 - b. Does the applicant have nonprofit status within another organization? ~ Yes ~ No
If yes, what organization? _____
If yes, in what State or Commonwealth? _____
2. Has the applicant received a ruling or determination letter from the Internal Revenue Service about any of the following:
 - a. Exempt status ~ Yes ~ No
 - b. Private Foundation Status ~ Yes ~ No
 - c. Grant-making Procedures ~ Yes ~ No
 - d. Attach a photocopy of each such letter to this application.
 - e. If any item is marked no, explain: _____
3.
 - a. Attach a copy of the applicant's proposed budget for the year in which grant funds are to be used.
 - b. If this grant will be a substantial and material part of the total budget, attach a copy of the latest information return (Form 990 or 990-PF) filed by the applicant with the Internal Revenue Service.

c. Describe the applicant's purposes and activities in general.

4. Is the applicant controlled by, related to, connected with, or sponsored by another organization?

If yes, identify the organization (including its purposes and activities), and explain the relationship:

~ Yes ~ No

5. List the name, address, and title of each member of the applicant's governing board:

_____	President _____
<i>Name</i>	<i>Title or Office</i>
_____	_____
<i>Street Address</i>	<i>City, State, and ZIP Code</i>
_____	Secretary _____
<i>Name</i>	<i>Title or Office</i>
_____	_____
<i>Street Address</i>	<i>City, State, and ZIP Code</i>
_____	Treasurer _____
<i>Name</i>	<i>Title or Office</i>
_____	_____
<i>Street Address</i>	<i>City, State, and ZIP Code</i>

[If additional space is required, attach a separate sheet.]

6. a. Has the applicant (or any organization listed in 4 above) applied for or received a grant from this organization in this calendar year?

~ Yes ~ No

- b. Are any members of this governing board members of the National Speleological Society?

~ Yes ~ No

Part II -- Use of the Proposed Grant

7. Show the amount requested and explain in detail how it will be used. State whether the grant is to be earmarked for the use or benefit of any one person or group. If so, for whom? Please use attachments if necessary.

[Continue on next page]

[If additional space is required, attach a separate sheet.]

8. a. Person to contact who will be administering the proposed program:

_____	_____
<i>Name</i>	<i>Title or Office</i>
_____	() _____ () _____
<i>Street Address</i>	<i>Daytime Telephone</i> <i>Daytime FAX</i>
_____	() _____ () _____
<i>City, State, and ZIP Code</i>	<i>Evening Telephone</i> <i>Evening FAX</i>

- b. Describe this person's experience and qualifications to administer the program:

Part III -- Certification

9. From my own knowledge, I state that the information given in Parts I and II of this application is correct. The applicant organization has authorized me to make this application.

<i>Signature</i>

<i>Printed Name</i>

<i>Title or Office</i>

<i>Date</i>

Part IV -- Attachments

[Please list all items requested above which are attached to this application. You may also list and attach any other documents which will assist in describing your organization and/or the purposes for which this grant is requested.]

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

PRIVACY ACT NOTICE: The information requested in Parts I and II is to help RASS meet the requirements of Section 4945(h) of the Internal Revenue Code. Providing this information is not required, but without it, processing your grant application may not be possible.

INSTRUCTIONS

1. The RASS Grants Program is intended as a resource for programs and projects which will benefit the exploration, study, and conservation of caves and cave life. Amounts disbursed are dependent not only upon the worthiness of the requests, but on the funds available and the number of claimants. The RASS Board of Directors has established, by precedent, that it favors supporting projects which, barring its support, would otherwise not be accomplished. It has also generally indicated unwillingness to underwrite personal expenses for food, lodging, and travel, favoring instead requests for equipment and materials that will *enable* willing volunteers to accomplish projects which they otherwise could not. (International travel, however, may be viewed as an exception.) Your application should clearly indicate what is needed, how much it will cost, and its disposition (if not consumed) at the conclusion of the project.
2. The space provided for responses on this form is necessarily limited. If more space is needed, responses may be carried over to additional attachment sheets. The use of attachments is encouraged; in most cases, the only information about your organization and its goals and projects available to the RASS Board of Directors in making grant decisions is this application. The attachment of brochures, reports, photographs, letters of endorsement, and the like, can substantially improve the chances for success.
3. Applications may be mailed to the RASS P.O. Box at the address on page 1 or emailed to RASS-Grants-Committee@googlegroups.com. Applications will normally not be acknowledged until following action by the RASS Board of Directors.
4. Grant requests are reviewed by the RASS Board of Directors on a quarterly basis. Grants meetings are on the third Thursday of the last month of each quarter. Applications should be received at least two weeks prior, to enable circulation to Board members in advance of the meeting. In exceptional circumstances, where time is of the essence, the Board may consider grant requests at other, regular Board meetings, upon the recommendation of the Grants Committee.
5. Applicants will be notified by mail/email of the Board's decisions immediately following the meeting. If a grant has been approved, the applicant will be sent a Contractual Grant Agreement form, which specifies the terms and stipulations of the award. If the grantee accepts all terms and conditions, the form is to be signed by the organization's representative and returned to RASS or the Grants Chairman. Upon receipt of the signed contract, grant funds will be disbursed by check.
6. Most formal organizations have applied for and received "nonprofit organization" status under the provisions of Section 501(c)(3) of the Internal Revenue Code. This avoids taxation of any funds the organization may generate. RASS, for its reporting to the IRS, needs to know the tax status of grantee organizations. Please answer all questions to the best of your ability. If your organization is not tax exempt, this in no way affects your eligibility for a grant. Upon approval of a grant, RASS would prefer to issue a check to the organization, rather than an individual. Most organizations apply for an Employer Identification Number (EIN) (whether or not they actually have any employees) and use the EIN to establish a bank account for the organization. This serves to separate the organization's funds from those of the individual who handles them for the organization. Should an audit occur, such an individual may incur tax liability for organization funds deposited to a personal account. For these reasons, your organization may wish to consider establishing tax exempt status and an organizational bank account before applying for a grant.
7. If any questions arise in completing this application, you are invited to contact the RASS Grants Chairman.