

# Grant



The  
**NRA** Foundation  
*Teach Freedom.*<sup>™</sup>

The NRA Foundation, Inc.

## Guidelines For Application Submission

October 2006

The NRA Foundation is proud of its support of youth programs, range development/improvement, training, education and safety through the Grant Program.

### The following organizations ARE NOT eligible for grants:

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Political candidates or organizations

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Labor organizations

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State Fund Committees

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Friends of NRA Committees

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Private business/private enterprise

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Other organizations or groups who have not been assigned a federal employer identification number (EIN) by the Internal Revenue Service. (A signed copy of IRS Form W-9 disclosing this number must be included with all applications.)

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The following guidelines govern the award of all State Fund Committee grants made under the auspices of the Friends of NRA program. Please read this entire document prior to completing a grant application. These guidelines supersede all previous rules governing the application for, and award of NRA State Fund Committee grants.

### 1. GENERAL PROVISIONS

The NRA Foundation, Inc. ("NRA Foundation") was established as a District of Columbia corporation in 1990 and has been recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization. Contributions to The NRA Foundation are tax-deductible to the extent allowed by law. Funds raised by The NRA Foundation, and particularly funds raised through *Friends of NRA* events, support a variety of firearms-related public interest projects and activities of organizations. Fifty percent of the net proceeds raised from *Friends of NRA* events in a given state are earmarked by The NRA Foundation to support qualified, eligible charitable projects at the grassroots level in that state. These funds are available to qualifying organizations or groups through NRA Foundation State Fund Committee Grants. Recommendations for funding recipients are made by the State Fund Committee to The NRA Foundation's Board of Trustees for final approval.

Grants are awarded to qualifying projects or activities that promote firearms and hunting safety; enhance the marksmanship skills of those participating in the shooting sports; educate the general public about firearms in their historic, technological, and artistic context; or contribute to the general well-being of the public at large. NRA Foundation State Fund Committee (State Fund Committee) grants benefit a variety of constituencies including children, youth, women, individuals with physical disabilities, gun collectors, law enforcement officers, hunters, and competitive teams.

### 2. STATE FUND COMMITTEES

A State Fund Committee shall be made up of qualified individuals appointed by The NRA Foundation from individuals nominated by *Friends of NRA* event committees. State Fund Committee Members are appointed pursuant to, and governed by, operational procedures for *Friends of NRA*. One State Fund Committee shall be appointed to represent the interests of each state or region. The committee shall review and recommend for approval (by The NRA Foundation Board of Trustees), projects from groups or organizations in the state/region that have submitted grant applications to The NRA Foundation for funding support from a *Friends of NRA* State Fund.

In reviewing grant applications, State Fund

Committees will apply the following criteria and recommend to the Foundation's Board of Trustees only projects conforming to these guidelines. All other applications will be rejected.

### 3. ELIGIBLE APPLICANTS

An "Eligible group" is any organization, association or other entity, whether formally incorporated or not, that has, as a minimum, a unique federal employer identification number (EIN) issued by the Internal Revenue Service. Eligible organizations or groups may apply for an NRA Foundation State Fund Committee grant for a qualifying project or activity.

Applicants seeking to qualify for support shall not discriminate against any member, person or other user of its facilities or equipment on the basis of age, race, color, sex or national origin. Applicants are not required to be members of or have association with the NRA to receive funds under this grant program.

### 4. PROJECTS/ACTIVITIES ELIGIBLE FOR FUNDING

Proposed projects/activities must conform to, and foster the purposes set forth in The NRA Foundation's Articles of Incorporation and mission statement. Allowable 501(c)(3) purposes or categories are limited to projects which are or include: charitable, scientific, testing for public safety, literary, educational, or fostering national or international amateur sports competition (cannot include the provision of athletic facilities or equipment). Each applicant must specify which purpose or category the proposed project furthers. Any applicant which fails to state an allowable 501(c)(3) purpose will not be considered for funding. The purposes are as follows:

- Promote, advance and encourage firearms and hunting safety.
- Educate individuals, including the youth of the United States, with respect to firearms and firearms history and hunting safety and marksmanship, as well as with respect to other subjects that are of importance to the well-being of the general public.
- Conduct research to further improve firearms safety and marksmanship facilities and techniques.
- Support activities of the National Rifle Association of America, but only to the extent that such activities are in furtherance of charitable, educational or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any similar provision subsequently enacted.
- Engage in any other activity that is incidental to, connected with, or in advancement of the foregoing purposes and that is within the scope of allowable purposes under 26 U.S.C. 501(c)(3).
- Law Enforcement Agencies who seek funding in the

**The following activities or projects ARE NOT eligible for funding:**

Projects that confer a private benefit upon the members of the applying club or group (restricted to a particular club or group only).

Deficit financing (payment for something already purchased or a reimbursement for an event that has already taken place).

Projects for commercial ventures (private business).

Projects that require membership in the NRA or in the applying club or group (*Organizations may be private or open only to members, provided the project or activity for which funding is sought is open to the public.*) Documentation must validate some measurable public benefit to be eligible for funding.

Applications from organizations or groups who have not submitted final reports for previously awarded grants.

*In addition, the following limitations/restrictions apply to grants that are otherwise eligible for funding:* No funding will be awarded to an applicant for payment of administrative fees, office overhead, or other similar charges; The Foundation does not approve multi-year funding of projects—requests must be submitted for consideration each year. If funds are awarded one year, that does not guarantee funding in subsequent years; Funding cannot be given for competitions requiring NRA or other clubs or association membership. In addition, although grants may be sought for the purpose of fostering national or international amateur sports competition, grant awards cannot be made for the purpose of providing facilities or equipment to be used in such competitions.

following areas: tuition for all NRA training classes; purchase of portable defibrillators for use in patrol cars; purchase and training of K-9 dogs (to be used for drug detection, bomb detection and search-and-rescue); purchase of individual body armor; purchase of “Quic-Clot” (new product for traumatic injury/bleeding—currently in testing phase—recommended for all patrol units); purchase of tire spikes (used to stop and puncture tires); maintenance of, and purchase of supplies for police ranges (multi-agency use); purchase of individual traffic safety vests; purchase of chemical/biohazard suits; and purchase of robots. Other types of projects will be considered on a case by case basis.

Allowable 501(c)(3) purposes or categories are limited to projects which are or include: charitable, scientific, testing for public safety, literary, educational, or fostering national or international amateur sports competition (cannot include the provision of athletic facilities or equipment). Each application **must** specify which purpose or category the proposed project furthers. Any application which fails to state an allowable 501(c)(3) purpose will not be considered for funding.

## 5. COMPLETING THE APPLICATION

All applications for State Fund Committee grants must be submitted on official NRA Foundation grant application forms. These application forms are available from NRA Field Representatives or from The NRA Foundation as well as attached to the NRA Foundation web site. All requested information **must** be provided at the time of application including public use letters for projects involving range improvements, IRS W-9 forms, EIN/TAX ID Number, and a signed consideration agreement. Please feel free to contact the Grant Manager with questions about qualifying projects. For grant applications to be promptly considered by the NRA Foundation, they must be received by the State Fund Committee Secretary prior to the application deadline set for that state. Applications are reviewed and recommended for approval by the State Fund Committee utilizing the guidelines contained herein. All applications recommended for approval by the State Fund Committee will be transmitted by the State Fund Committee Secretary in one package to: *The NRA Foundation, Attn: Sandy Elkin, Grant Manager, 11250 Waples Mill Road, Fairfax, VA 22030.* Prior to transmitting applications to the Foundation, State Fund Committees review each application to ensure it has been completed properly and that all supporting/required documentation is attached.

Refer to the final checklist attached to the application form to ensure all required documents are included. Applications that do not contain all required information, forms, attachments or signatures **will not be considered** for funding.

## 6. A SPECIAL NOTE ON APPLICATIONS FROM GUN CLUBS AND RANGES

Applications from sportsman’s clubs and ranges will be evaluated and treated in the same manner as applications from any other entities. Proposed projects **must** promote an allowable 501(c)(3) activity as set forth in paragraph 4 above. This is particularly important in light of the very real potential for a determination by the Internal Revenue Service that a private benefit has been conferred upon members of the club or range. Applications from clubs or ranges requesting improvements to ranges must have unassailable documentation that the project will benefit the public at large. Applications for range or club improvements **must** contain letters from such organizations as the Boy Scouts, Cub Scouts, 4-H, FFA, law enforcement, ROTC or other military units, recognized charities, or other agencies or

groups stating that those agencies or groups regularly use the range or club at **no charge** for training or educational purposes and that the improvements sought are necessary and required for those agencies or groups to continue to utilize the facilities. Applicants must provide a minimum of three (3) such letters attesting to the public use of the range or facility or the application for funding will be denied. Applicants are encouraged to provide a letter from each such group or organization which uses the facilities.

Applications from clubs or ranges that describe how the project will benefit club members or NRA members or potential members will be categorically rejected. A statement on an application such as “this project will improve the reputation of the club thereby helping to recruit new members” is the very essence of conferring a private benefit and, consequently, is strictly prohibited by the Internal Revenue Service.

## 7. FINAL REVIEW/APPROVAL PROCESS

Once applications have been recommended for approval by the State Fund Committee and transmitted to the NRA Foundation, the following review process will be conducted:

**Step 1:** Applications undergo a thorough review by the grant manager and/or by legal counsel to assure both applicants and projects are eligible for funding under current IRS rules and regulations. Eligibility determinations made by NRA Foundation attorneys shall be deemed final.

**Step 2:** If warranted, applications may be referred for additional review or comment to an appropriate NRA department.

**Step 3:** The applicant and State Fund Committee Secretary will be notified upon completion of the NRA department review if the project does not meet criteria to qualify for funding. State Fund Committee revenue earmarked for such non-qualifying projects will then be credited back to the appropriate state fund and made available to other grants.

**Step 4:** Qualifying projects are submitted by mail ballot to The NRA Foundation Board of Trustees for final approval on an ongoing basis. A majority vote is required to approve a grant.

**Step 5:** Following an affirmative vote by the Board of Trustees, the Grant Manager will notify the applicant that the grant has been approved and request a check from the Foundation Treasurer’s Office. Applicants generally receive the check within sixty days of notification that the grant has been approved. Included with the grant check will be a final report form that must be completed and returned (see section 8).

## 8. POST-DISBURSEMENT REQUIREMENTS

The Internal Revenue Service regulations require that The NRA Foundation continue to account for the use of grant monies by the grant recipient. All organizations or groups awarded grants by the NRA Foundation must complete and return, to the Grant Manager upon completion of the project or activity, a final report detailing and accounting for how the grant funds were spent. Grant funds may only be used for the project documented on the grant application. Final reports should be as complete as possible and include receipts for items purchased with grant funds. Any unused funds must be returned to the Foundation and may not be retained for further use.

Failure to submit the final report on a timely basis or using grant funds for purposes other than those for which they were sought will preclude the award of further grants to the grant recipient.

# Grant Application



Grant # \_\_\_\_\_ Region # \_\_\_\_\_ Field Staff \_\_\_\_\_

**State Fund Committee Use Only**

SFC Meeting Date \_\_\_\_\_  Approved  Denied

SFC Chairman (Signature) \_\_\_\_\_ Amount \_\_\_\_\_

## APPLICANT INFORMATION

### Organization Information

**Applicant Organization** \_\_\_\_\_  
*(Note: Boy Scout troops must specify their sponsoring organization or council as primary organization)*

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **County** \_\_\_\_\_

**Web Address of your organization** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Contact Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **County** \_\_\_\_\_

**Telephone#** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

**EIN/Tax ID Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **State Tax Exempt #** \_\_\_\_\_

Is the organization classified by IRS as a 501(c)(3) organization?  Yes  No  
*(If so, please attach a copy of the IRS determination letter. If 'no,' how is the organization classified? Please attach appropriate documentation.)*

**Amount Requested** \_\_\_\_\_ **Total Project Budget** \_\_\_\_\_

**Project Start Date** \_\_\_\_\_ **Project End Date** \_\_\_\_\_  
*(Time period in which you expect to utilize grant funds.)*

**Make check payable to** \_\_\_\_\_

**Project Title** \_\_\_\_\_

The purpose of the grant as outlined in this application is related to the following IRS 501(c)(3) area:  
*(Select one. You must support your selection in the application documentation, and describe how the project fits the category—see question "E" on next page.)*

- Charitable
- Scientific
- Testing for Public Safety
- Literary
- Educational
- Fostering National/International Amateur Sports Competition *(cannot include the provision of athletic equipment or facilities)*

## *Proposal Information*

**Describe your request, incorporating the following points:**

**A:** This proposal is in request of funds for...

**B:** Note the goals, objectives and activities involved in this request.

**C:** Who will carry out the goals, objectives and activities?

**D:** How will the project benefit the community? What people/public group will benefit? Will a user fee be charged to participants?

**E:** How will the project fit within the category selected above?

**F:** How many people do you anticipate will benefit from this project?

## Budget

Use the worksheet provided and [provide] a complete, detailed, budget, listing all costs for this project (*equipment, supplies, printing, publishing, construction and miscellaneous other expenses*). Please be specific.

If partially funded, will this project still move forward?  Yes  No

If no, have you contacted other organizations for funding?  Yes  No

Please list any other organizations providing funding for this project. (*Are any sources of funding listed contingent on any event or award?*)

Amount of Support:

Organization:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

Has your organization received any other grants or funding from The NRA Foundation or the NRA within the last five (5) years? (*grant, loan, etc.*)  Yes  No If yes, please explain:

Has a final report been filed for this grant?  Yes  No (*Failure to file reports for previous grants will delay further processing*)

## Recognition

If awarded this grant, how will you recognize The NRA Foundation for its support? (photos, newspaper articles, signs, etc.)

## Evaluation

Describe the criteria to be used in determining the success and impact of this project.  
What do you want to happen as a result of this project? How will you measure the impact?

## Authorization

*I (we) hereby certify that the information contained in this grant application is accurate. Further, I (we) will abide by the requirements of any grant provided by The NRA Foundation, Inc.*

**Program/Project Coordinator** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Grant

## Consideration Agreement



Revised August 2006

Applicant Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

*In consideration of being considered for the award of an NRA Foundation State Committee Fund grant, the undersigned Applicant/Grantee hereby agrees to the following Terms and Conditions. In the event that the NRA Foundation (hereinafter "Foundation") awards such a grant, the Terms and Conditions herein shall remain in full force and effect until such time as all requirements of the grant have been fully and completely satisfied.*

The Applicant/Grantee understands and agrees that the following Terms and Conditions are attached to and govern the distribution of any grant awarded by the Foundation to the Applicant/Grantee.

### TERMS AND CONDITIONS

- 1. Any grant** awarded by the Foundation shall be used solely for the purposes set forth in the application. The Applicant/Grantee hereby certifies that the information contained in the application is true and correct and further certifies that any grant awarded by the Foundation shall be used solely for a 501(c)(3) purpose. It is expressly understood that the Foundation shall make the grant, if the grant is made, based upon the information provided by the Applicant/Grantee.
- 2. The Applicant/Grantee** hereby certifies that it fully understands and shall abide by the Foundation's Guidelines for Application Submission, which are attached hereto and incorporated herein by reference.
- 3. The Applicant/Grantee** organization hereby certifies that it is in good standing and not defunct or in default with any local, state, or federal agency and shall notify the Foundation if it ceases to remain so.
- 4. Funds not used** or committed for the specified purpose of the grant, or not used or committed within any time limit specified in the application, shall be returned to the Foundation. In addition, if the Applicant/Grantee dissolves, disbands, or otherwise ceases to exist or ceases to use any property or equipment obtained as a result of the grant for the purpose for which it was awarded, then the Applicant/Grantee shall contact the Foundation to arrange disposal or transfer of any usable property or equipment obtained with funds awarded under the grant.
- 5. Applicant/Grantee** shall furnish written reports as required by the Foundation with respect to projects and activities financed in whole or in part by the grant, including a summary of funds expended. Such reports shall include, but shall not be limited to, an After Action Report in a form acceptable to the Foundation, a copy of which is attached hereto and incorporated herein by reference.

- 6. Grant funds** shall not be used to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, to carry on any voter registration drive, or used to contribute to any political campaign of any candidate for public office.
- 7. Grant funds** shall not be used for payment of administrative fees, office overhead, or other similar costs or expenses.
- 8. It is expressly** understood that the Applicant/Grantee takes full responsibility in carrying out the project contemplated in the grant application, that the Applicant/Grantee holds the Foundation harmless from any and all liability relating to the effectuation of the grant or in any other way associated with the grant, and, further, that the Applicant/Grantee shall indemnify the Foundation from any claims made or actions taken in any way associated with the grant or grant application.
- 9. If a grant** is awarded, the Applicant/Grantee agrees to place a sign in an appropriate location in recognition of the Foundation's grant award. Publicity associated with any grant awarded by the Foundation in the form of photographs, video, published or printed information, or any other materials, including any information or materials provided by the Applicant/Grantee, may be used by the Foundation in press releases, publications, for the promotion of Friends of NRA or other Foundation programs, or in any other manner as determined by the Foundation. The Applicant/Grantee releases the Foundation from any liability resulting from any information or materials provided by the Applicant/Grantee and agrees to indemnify the Foundation from any claims made or actions taken in any way associated with any information or materials provided by the Applicant/Grantee.
- 10. Any violation** of the Terms and Conditions set forth herein shall permit the Foundation to terminate any and all further distributions to the Applicant/Grantee, whether or not such distributions have been properly promised or pledged. Such remedy shall not be the sole remedy available to the Foundation and the Foundation shall retain the right to take any other actions allowable by law.
- 11. This Agreement** and any disputes arising thereunder shall be governed by and construed under the laws of the Commonwealth of Virginia, or, if applicable, federal law. Any action arising under or related to this Agreement, or breach hereof, shall be brought only in a federal or state court sitting within the County of Prince William, the County of Fairfax or the City of Alexandria, in the Commonwealth of Virginia. The parties hereby consent to and subject themselves to the personal jurisdiction of such courts and agree that jurisdiction and venue for any proceeding arising hereunder shall lie exclusively with such courts.

*Acknowledgment of the Applicant/Grantee to the Terms and Conditions set forth herein must be made by a duly authorized officer of the Applicant/Grantee organization as provided below. Please execute the original and return with your application.*

Authorized Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

If the NRA Foundation approves this grant, make check payable to: \_\_\_\_\_

In compliance with IRS regulations, please enclose the following documents with your signed grant application:

- Employer Identification Number (EIN)
- Copy of IRS 501 ( c ) determination letter if grantee is a charitable organization.
- Completed/signed W-9 form as required by IRS Code. (The W-9 form must be on file before grant funds are released).

# BUDGET WORKSHEET

Applicant \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

	DESCRIPTION OF ITEM	COST/ITEM	# OF ITEMS	TOTAL COST
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Comments:

**Total Budget: \$** \_\_\_\_\_

# PROPOSAL CHECKLIST

**Check off these items as you complete your application. Incomplete applications will not be processed!**

- Completed and Signed Application Form
- Completed Budget Worksheet
- 501(c)(3) Determination Letters (*if applicable*)
- EIN/TAX ID Number
- Signed Consideration Agreement
- Completed and Signed W-9 Form**
- Organization's By-Laws or Rules of Conduct
- Organization's Financial Statement
- List of Organization's Officers/Board of Directors
- Signatures on all Forms
- Range Related Grants Only*: Minimum three (3) Letters of Support and Copy of Lease Agreement in Range or Land is not owned by applying organization
- KEEP A COPY of complete application for your records**
- Forward your completed application package to your respective NRA Field Representative or Designee

# STOP!!

**If you printed this application form off the website, you still need to obtain a W-9 form.**

A pdf version can be downloaded separately off the website, or

you may obtain one via U.S. mail, email or fax from the grant department.

The grant department may be reached by contacting the

Grants Program Manager at 703-267-1131, or by email at [selkin@nrahq.org](mailto:selkin@nrahq.org)

[www.nrafoundation.org](http://www.nrafoundation.org)