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## Community Grant Application

### Application Checklist:

Complete all the questions on the following application and submit along with:

- A cover letter, not to exceed one page, summarizing your request
- Your organization's mission statement
- A list of your current board members
- Any supporting materials explaining your programs and/or constituencies in brief

### Deadline for submission:

The committee meets on a quarterly basis to review applications for approval and award of gifts. Please submit your application according to the following schedule:

<i>For grants requested for</i>	<i>Application must be received by the previous</i>
First quarter	Oct. 15
Second quarter	Jan. 15
Third quarter	April 15
Fourth quarter	July 15

If any of the above dates falls on a weekend, applications will be accepted through the close of business on the next business day. Because the committee meets only once each quarter to review applications, it is imperative that these deadlines be met for applications to receive consideration.

### Notification of awards:

All applicants will be notified of the final disposition of their requests within 30 days of the application deadline.

### Scope of awards:

Gifts may be cash awards of up to \$2,500, material awards (e.g. surplus equipment or materials), or in-kind services (e.g. labor, consultation, etc.). Any third party services that may be required for projects must be independently funded or solicited by the applicant. Indiana Rail Road may, at its discretion, serve as an advocate for such third-party solicitations.

### Giving Statement:

The Indiana Rail Road Company is committed to making a positive contribution to the quality of life in the communities we serve by providing the economic, environmental and social benefits of safe, reliable rail transportation, by sharing a portion of the revenue generated by transportation services, and by encouraging our employees to give independently of their own time and talents.

### Criteria for Grant Selection:

Priority will be given to applicants who demonstrate projects and causes that enhance the quality of life in the local community. Such projects may include initiatives related to education, youth programs, community enhancements, preservation and others. In addition, we value philanthropic opportunities that offer a means to promote the mission of our organization.



## Community Grant Application Form

The Indiana Rail Road Company is committed to supporting the growth, economic development and quality of life enhancements in the communities we serve. Thank you for your application.

Date: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Is this a 501(c) 3 non-profit organization?  No  Yes (Verifying documentation may be requested.)

Name and title of person making request: \_\_\_\_\_

Contact info: address/phone/fax/e-mail: \_\_\_\_\_

Is this application  a new request? or  a request for renewal of a previous gift?

If a renewal, when was the previous gift awarded? \_\_\_\_\_

Is this request for services being made to support

- a capital campaign?
- a special project or event?
- your existing programming?
- other? (Please explain)

On a separate sheet, briefly describe the project or program associated with this request:

- How will this project or program benefit the community?
- Describe the problem you need to solve.
- What is the desired outcome? What action do you want to elicit? What will be the result?
- How will you measure the success of this effort?
- Are other corporate benefactors associated with this initiative? Please explain.
- Will other benefactors match a gift from Indiana Rail Road?

(continued)

Type of contribution requested:

- Cash contribution of \$ \_\_\_\_\_
- Material gift of \_\_\_\_\_
- Professional services or consultation for \_\_\_\_\_

Are you willing to allow Indiana Rail Road to reproduce, redistribute and/or create case studies of projects supported by us for purposes of promotion, publicity or industry recognition (i.e. to be featured in news stories, promotional literature, presentations and/or other means of communication)?

Are you and/or your organization willing to indemnify Indiana Rail Road against any and all liability claims that may result from activities undertaken as a direct or indirect effect of a grant award?  No  Yes

I represent that the information I have provided in this application is accurate.

Signed,

\_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

For:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Phone, with area code: \_\_\_\_\_

e-mail: \_\_\_\_\_