



Application Guidelines

MISSION

Our mission is to improve the quality of life within the communities served by Northwest Georgia Bank. Priority is given to projects falling into the following categories:

- The arts
- Economic and community development
- Education, especially community literacy and financial education
- Youth-focused programs

SUBMISSION OF FUNDING APPLICATIONS

The Foundation welcomes applications from a diverse range of community-based organizations and initiatives that share our devotion to the communities of Northwest Georgia and Chattanooga. Each application is evaluated on its individual merits.

The Foundation may elect to fund, reject or request additional information, clarification or a presentation by the applicant. The Foundation's deliberation process may not conform to the applicant's time constraints.

Applications should be electronically submitted to:

Richard Arp, Secretary
Northwest Georgia Bank Foundation
rarp@nwgb.com



Supporting materials may be mailed to:

**Attn: Richard Arp, Secretary
Northwest Georgia Bank Foundation
PO Box 789
Ringgold, GA 30736**

FUNDING LIMITATIONS

The Foundation will consider funding requests amounting to \$5,000 or more. Grants usually do not exceed \$25,000. Presently, the Foundation is funding between two and four projects annually.

Organizations considering an application may wish to contact the Foundation for more information regarding available funding.

ORGANIZATION OF APPLICATION

Applications for grants should be submitted in writing using the following organization:

1. Cover letter
2. Attachments
3. Other documents

Cover Letter

The cover letter should include the following within this order:

- Brief summary of the organization's history and date established.
- Mission and goals.
- A summary of the proposed project, including time frames.
- Amount of funding requested.
- The type of support requested. For example: General operating support, project/program, start-up costs, technical assistance, capital or other.
- Mailing address and contact's name.



Attachments

Attachments should include the following:

- Budget for current year.
- Copy of current IRS determination letter indicating tax-exempt 501(c)(3) status if available.
- List of board members.
- Most recent Form 990 tax return if available.
- Most recent financial statement.
- Other sources of funds for the proposed project.
- Project budget, including income and expenses (if not, a general operating proposal).

Other Documents

Applicants may submit other documents and materials if appropriate. Only one copy of each is necessary. These materials may include the following:

- Brochures and annual reports.
- Description of organization's services, current programs or activities and/or recent accomplishments.
- Letters of support.
- Lists of donors to other projects and funds.
- Other new or planned projects.
- Press clippings.
- Service statistics.