

# The National Water Safety Congress

P. O. Box 1632

Mentor, Ohio 44061

watersafetycongress.org

(for questions concerning the grant application process, please call 440.209.9805)

## Instructions for applying for a National Water Safety Congress

### Grass Roots Grants Programs 2011

1. Complete the application form including the project narrative (attach extra sheets to answer if necessary)  
(Please type or print information; your application must be submitted on this form)
2. Be sure to sign and date the application form at the bottom of Page 2.
3. Mail the completed application form to:  
**National Water Safety Congress, Grass Roots Grant Programs 2011**  
**C/O Cecilia Duer, Executive Director**  
**P.O. Box 1632**  
**Mentor, OH 44061**  
You may enclose additional supporting materials, such as photos, brochures, examples of previous projects or other items to assist the Liaison Committee in their evaluation of your application. They will not be returned. No slides please.
4. Applications for 2011 funding **must be postmarked no later than December 31, 2010**
5. The Grant Committee will determine which proposed projects shall be funded and in what amounts on or before April 1, 2011. You will be notified in writing as to whether your proposal has been accepted for funding. All decisions of the Committee will be final.
6. Approximately \$100,000.00 is available for local non profit organization projects in 2010. **The maximum individual grant amount is \$2,000.00.** *Grants of less than \$2,000.00 may be made where appropriate. You may apply for more than one grant, with an application being presented for each project.*
7. Funding is restricted to non-profit organizations. National for profit groups, and commercial agencies are not eligible for funding. **A full detailed report, including measures and receipts of all expenditures WILL be required and due to the NWSC by November 1, 2011**
8. All projects will be completed within the calendar year of the date of formal notification by the Liaison Committee that the project has been accepted for funding, unless otherwise agreed upon in the initial contract.

**The National Water Safety Congress (NWSC)**  
**Grass Roots Grant Application Form 2011**

**Project Description:**

Requested Amount \$ \_\_\_\_\_ Total Project Cost \$ \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Street Address / P.O. Box # \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

If a Water Safety Council: Year Council was established \_\_\_\_\_

Is your organization a 501c-3 \_\_\_\_\_ Incorporated? \_\_\_\_\_

**Please attach proof of your status**

Non-profit ID Number (provided by IRS) \_\_\_\_\_

Please provide:

\* IRS certificate(s) or other certificate(s):

\* Copy of the most recent certificate(s) proving nonprofit status

Have you received a Grass Roots grant from the NWSC Year \_\_\_\_\_

Official Representative authorized to sign for your organization:

Name and Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening \_\_\_\_\_

E-Mail: \_\_\_\_\_

List the Names of the Principal Officers of your organization:

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

3. \_\_\_\_\_ 4. \_\_\_\_\_

List any other grants your organization has received in the past two years:  
(please attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_

**Project Narrative: (please complete on separate sheets)**

1. Describe the general nature, extent, and location of your organization’s activities. (education, research & development, search and rescue training, water safety awareness, member organization affiliations, etc...)
2. Please provide a detailed description of your proposed project below **and how it is related to the National Recreational Boating Safety Strategic Plan (please see [www.uscgboating.org](http://www.uscgboating.org) for the plan.** Please use as much detail as you need to in order to demonstrate that your project merits consideration of financial assistance. *Please relate your project to the direct correlation of the National Recreational Boating Safety Strategic Plan* (download from the NWSC website for more information (Attach additional sheets as necessary (please number them to correspond with the questions)
3. Please describe the project scope and what you hope to accomplish.
4. Who will benefit, how many, what area (local, state, regional) when the desired results are achieved?
5. Provide a budget plan / outline **clearly** identifying the amount of grant funding requested and all anticipated costs for the project. Please include in-kind donations.
6. Are there any other sources of funding for the project? In-kind donations, matching organizational funds, donations, etc., that will be applied to this project? List the sources and amounts.
7. What other Grants are you applying for the 2011 Grant Cycle?
8. Who will perform the tasks needed to complete this project? Who is the Project manager? (Council members, volunteers, paid staff, etc.)
9. How long will it take to complete the project? When do you plan to start?
10. Additional comments, information or data which you feel may be important to the Committee’s decision-making process.
11. Please specify a contact person, **if other than the official representative** as stated above, for the project and give their address and phone.

_____	_____
Contact Person	Title
_____	_____
Address	Phone and E-mail address
_____	_____
Typed Name of Authorized Representative	Title / Phone
_____	_____
Signature of Authorized Representative	Date

**Send completed applications to:**  
**National Water Safety Congress**  
**P.O. Box 1632 Mentor, Ohio 44061**

**Applications must be postmarked no later than December 31, 2010**