



NRA State Association Grant Application

For Committee Use Only
Grant #:

The _____ (name of association) is applying for an NRA grant in the amount of \$_____ to:

- Establish or improve a regular Newsletter
- Establish an Office/Purchase Equipment
- Conduct Membership Growth Plan
- Employ Staff
- Other (Describe) _____

Association Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Fax: _____

E-Mail: _____

Web site: _____

Association/Club NRA Affiliation Number (required): _____

EIN/Tax ID Number (required): _____

Is this organization the Official NRA State Association Affiliate? yes no

How many members does your organization have? _____

Has the applying association asked, or does it expect to ask, for funding from NRA or another source? yes no

If yes, please explain in detail, attach additional pages if necessary: _____

If this application is partially funded, will you still move ahead with the project? yes no

If necessary, please add an explanation: _____

Contact Person's Information

Name and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ home business (circle one)

Fax: _____

E-Mail: _____

Project Manager (must be a State Association Officer)

Name and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ home business (circle one)

Fax: _____

E-Mail: _____

Goal and Objective

Please explain the goal(s) and/or objective(s) to be accomplished. Be specific, define the goal, and include an expected completion date. Attach additional pages, if necessary.

Total Budget: _____

BUDGET WORKSHEET

State Association:

Contact Person's Name:

Date:

Description of Item	Cost	Quantity	Total Cost
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
6.	\$		\$
7.	\$		\$
8.	\$		\$
9.	\$		\$
10.	\$		\$

\$ _____

Comments:



NRA State Association Grant Application Final Checklist



Required Documentation

1. Completed State Association Grant Application
2. Completed Budget Worksheet
3. Consideration Agreement
4. Copy of the State Association meeting minutes or other official documentation that clearly identifies the association's support for this project and authorization for this application.
5. Project plan including evaluation criteria, stages, and target completion dates for each stage
6. Copy of current year's budget, identifying availability of matching funds if a grant is awarded
7. Copy of prior year's financial audit report
8. IRS determination letter, e.g., 501(c)(3), (c)(4), (c)(7), etc., if applicable
9. Completed W-9 Form
10. Copy of State Association's Bylaws
11. List of the State Association Officers

*Make sure to include **ALL** of these items with your application. If any are not available, please include a letter explaining why they could not be obtained.*

Call (800) NRA-CLUB and speak with the National Manager if you have any questions.

Reporting Requirements

If this application is approved, the State Association is responsible for providing the NRA Clubs & Associations Committee with a written report of the project's success within 60 days of its completion or 12 months of funding approval, whichever comes first. No additional monies will be awarded until this report is received. The report can be sent to the application address below.

Submit application and required documentation to:

National Rifle Association
National Manager, Clubs, Associations and Range Services
11250 Waples Mill Rd.
Fairfax, VA 22030
(800) NRA-CLUB phone
(703) 267-3939 fax
clubs@nrahq.org

For Committee Use Only		
Grant #		
Check One:	Approved	Rejected
		Total Funding Approved: \$
Explanation:		
Chairman's Name:		
Chairman's Signature:		Date

NRA State Association Grant Consideration Agreement

Name of Association _____

In consideration of being considered for the award of a NRA State Association grant, the undersigned Applicant/Grantee hereby agrees to the following Terms and Conditions. In the event that the National Rifle Association (hereinafter "NRA") 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 NRA to the Applicant/Grantee.

Terms and Conditions

1. Any grant awarded by the NRA shall be used solely for the purposes set forth in the Grant Application. The Applicant/Grantee hereby certifies that the information contained in the Grant Application is true and correct. It is expressly understood that the NRA shall make the grant, if the grant is made, based upon the information provided by the Applicant/Grantee.
2. 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 NRA. 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 NRA to arrange disposal or transfer of any usable property or equipment obtained with funds awarded under the grant.
3. Applicant/Grantee shall furnish written reports as required by, and in a form acceptable to, the NRA with respect to projects and activities financed in whole or in part by the grant.
4. 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 NRA 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 NRA from any claims made or actions taken in any way associated with the grant or grant application.
5. Publicity associated with any grant awarded by the NRA 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 NRA in press releases, publications, or in any other manner as determined by the NRA. The Applicant/Grantee releases the NRA from any liability resulting from any information or materials provided by the Applicant/Grantee and agrees to indemnify the NRA from any claims made or actions taken in any way associated with any information or materials provided by the Applicant/Grantee.
6. Any violation of the Terms and Conditions set forth herein shall permit the NRA 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 NRA and the NRA shall retain the right to take any other actions allowable by law.

7. 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: _____

Title: _____

Print Name: _____

Date: _____

NRA State Association Grant Final Report

Grant Amount: \$

Organization Name:

Contact Name:

Address and phone number:

All organizations or groups awarded grants by NRA must complete and return a Final Report detailing and accounting for how the grant funds were spent. **Grant funds may only be expended in furtherance of the project documented on the grant application. Final Reports should be as complete as possible and include receipts for items purchased with grant funds.**

Failure to submit the Final Report on a timely basis or expending grant funds for purposes other than those for which they were sought will preclude the award of further grants to the grant recipient. ***In addition, NRA reserves the right to, and will demand return of grant funds which were not spent for the purposes for which the grant was awarded.*** Such a demand may include the initiation of legal proceedings, where appropriate, to recover misused funds. Unused grant funds should be returned to NRA so that they may be made available to other applicants.

Please return this form to:

NRA Clubs and Associations Department/National Manager/ 11250 Waples Mill Rd./ Fairfax, VA 22030

Please explain your projects goals and objectives:

How did our grant contribute to your success?

What impact has the project had on its intended audiences?

How many people benefited from this grant? *Please specify the numbers of women, children, etc.*

Detail of Expenditures

Grant Amount:

Budget Category/Line Item	Amount of Expenses	Total Expenses
<u>Equipment/Supplies</u>		
1)	1)	
2)	2)	\$
3)	3)	
<u>Printing/Publishing</u>		
1)	1)	
2)	2)	\$
3)	3)	
<u>Construction Costs</u>		
1)	1)	
2)	2)	\$
3)	3)	
<u>Other (Please explain)</u>		
1)	1)	
2)	2)	\$
3)	3)	
Total Expenses		\$
	<i>Please include copies of all receipts</i>	

Other Comments:

I/we certify that this information is correct, and that all expenditures were incurred solely for the purpose as presented in the grant proposal.

Report prepared by:

Date: _____

Please forward any photos or newspaper clippings relevant to the grant that you wish to share. Please note, these may be used in NRA publications

Please return this form to:

NRA Clubs and Associations Department/National Manager/ 11250 Waples Mill Rd./ Fairfax, VA 22030