



# The Junior Guild of Rocky Mount, N.C., Inc.

## Community Trust Recipient Application

The Junior Guild of Rocky Mount, N.C., Inc. (the “Junior Guild”) is a 501(c)(3) non-profit organization that strives to raise funds to benefit non-profit organizations located in Nash or Edgecombe Counties that serve citizens of the Twin County area. Each year the Junior Guild selects Community Trust Recipients that will benefit from the funds raised by the Junior Guild each fiscal year.

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### An organization MUST meet the following criteria in order to apply:

- Organizations must be qualified as tax-exempt public charities under Section 501(c)(3) of the Internal Revenue Code or be a similar tax exempt entity. An exception may be made to include fire and rescue departments.
- If your organization operates as a 501 (c)(3) public charity via a fiscal agent, your application's supporting documentation must include a letter from the fiscal agent organization that verifies the relationship and includes when the relationship was established.
- Organizations must offer programs and services without discrimination on the basis of age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation or religious belief.
- Organizations must be located in either Nash or Edgecombe Counties.
- Organizations must apply awarded funds towards projects that benefit and enrich the Twin Counties.

### Restrictions – Funds are NOT donated for:

- Annual fund or capital campaigns
- Political purposes or lobbying
- Activities that are restricted to members of a particular faith community or promote a specific religious doctrine
- Loans or reimbursements
- Individuals
- Re-granting by the applicant organization

### General:

- Community Trust Recipient decisions are made by the Junior Guild’s Board members.
- Organizations must submit the application no later than **WEDNESDAY, March 31, 2022.**
- Organizations will be notified if their organization is selected as a Junior Guild Community Trust Recipient by April 30, 2022. If selected, funds will be distributed to the organization no later than August of 2022.

The Junior Guild of Rocky Mount, N.C., Inc., PO Box 7564, Rocky Mount, NC 27804

[juniorguildrockymount@gmail.com](mailto:juniorguildrockymount@gmail.com)

Tax ID# 56-0543223

## How Can We Help?

### Call for Community Service Opportunities

As part of our continued dedication to serving our community, we want to engage more with you! Please share any, and all, community service opportunities where Guild volunteers can be utilized.

Name of Event:

Date (exact date, if possible):

Location:

Number of Volunteers Needed:

Point of Contact:

POC email address:

#### **Instructions: All applications should consist of:**

- I. Cover Letter
- II. Required attachments
- III. Certification form (attached)

Applications ***MUST*** be submitted electronically to [juniorguildrockymount@gmail.com](mailto:juniorguildrockymount@gmail.com).

*Failure to provide the information requested may result in your application being excluded from consideration.*

<b>I. Cover Letter</b>
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#### **A. Include a cover letter on letterhead that contains the following information:**

1. Briefly explain the organization's history, mission, and goals.
2. Explain how your organization will benefit from being selected as a Community Trust Recipient by the Junior Guild and specifically how the organization will use the funds received to provide services to the citizens of the Twin Counties.
3. Provide information regarding the specific population of citizens in the Twin Counties that would benefit from the organization's receipt of the funds.
4. Include a timeline of how the organization will apply the funds.
5. Indicate what information will be collected to measure and demonstrate the usefulness of the donated funds.
6. Contact person's name, title, daytime telephone number, E-mail address and mailing address.

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## II. Attachments

### A. Other REQUIRED materials

1. Complete income statement (or equivalent) for your last fiscal year and complete operating budgets for the current fiscal year and the next fiscal year.
2. A copy of the organization's current IRS determination letter (or the fiscal agent's) indicating tax-exempt status.
3. A copy of the organization's registration with the Charitable Organization Division of the Office of the Secretary of State for the State of North Carolina, or indicate the reason for exemption.

**B. Optional:** letters of support, recent newspaper/magazine articles. *Please use discretion in limiting additional attachments.*

## IV. Certification

**Please complete this page and include it with your final application submission.**

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are based out of either Nash County or Edgecombe County. We certify that we are committed to using any donated funds to serve the citizens of the Twin Counties. We certify that the information submitted, including attachments and supporting materials is true and correct to the best of our knowledge.

We understand that all Community Trust Recipient decisions are determined by the Junior Guild's Board members.

Name and Position of Authorizing Official \_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

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