

# Trustees of the New Castle Common 201 Delaware Street

**New Castle, DE 19720 302.322.2809**

**Request for Funding for Fiscal Year 2021**

## (April 1, 2020 – March 31, 2021)

**This form must be received in one of the following formats by December 31, 2019:**

**By mail**: Trustees of the New Castle Common

201 Delaware St.

P.O. Box 453

New Castle, DE 19720-0453

**By email:** trusteesncc@comcast.net

**By fax**: (302) 322-0301

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**Organizations within the town of New Castle can apply for grants. The Trustees mission is to manage its resources “for the benefit of the citizens of New Castle.” We define the citizens as the residents of the incorporated area of the City. If an organization has activities both inside and outside of the New Castle City limits, the Trustees can only support those activities within the City. Information and documentation provided must clearly indicate the location of services provided.**

#  The trust will not approve a grant request used to support that organization's philanthropic activities. If you believe that an organization deserves funding then please ask that organization to complete one of our grant request forms. Please expand areas below for each question’s response, as needed. The following information must be detailed and specific to the amount being requested. Note that the Trustees receive requests for more funds than are available. We need your input to help us in prioritization.

# For additional information or clarification on these grants, contact the Trustees office or members of the Trustees’ Outreach Committee.

**Applicant Organization Information (Please print)**

**Organization: Contact Person: Address: Telephone #: Email:**

**Amount Requested and Timeline for Use of Funds: (Note that invoices, receipts, credit card statements etc. are required before disbursement of any funds – please plan accordingly).**

1. Explain why you need these funds and what you will accomplish with them, and how they will benefit the citizens of New Castle. (If more space is needed, please attach supplementary sheets, and any supporting documentation you deem appropriate. Receipts will be required showing that funds were for the benefit of citizens of New Castle.)
2. Why is it important that you receive funding from the Trustees’ for this fiscal year? Is it possible you may receive funding, or matching funds, for this request from other sources?
3. Did you receive funding from the Trustees last year?
4. Is it possible that you may receive funds or matching funds for this request from other sources? If so, please specify.
5. Please prioritize your projects or needs, and provide details if necessary
6. If you receive a smaller amount than you are requesting, which of the projects or needs would not be possible or would require funding from another source?

**Additional Comments:**

**PLEASE NOTE: Information on grants that are awarded is available any time after April 1, 2020.**

**Upon review of your request, you may be contacted to provide additional information, documentation and/ or a brief presentation to give further details pertaining to your request.**

Person submitting this request:

**Name/Title:**

**Signature Date**

**Phone: Email:**