

Community Closet

Funding Guidelines & Application

Goals:

The Community Closet is established to:

- Provide residents of Park County with affordable second-hand clothing and household goods
- Provide non-profit groups and activities in Park County with no-cost merchandise as appropriate
- Improve the quality of life in Park County through charitable contributions generated from thrift store profits as funding allows.

Funding Guidelines:

The Community Closet may accept applications for funding from:

- Non-profit corporations
- Civic bodies
- Local governments
- School districts
- Other interested groups whose function is to benefit the community of Park County
- Montana
- Religious or fraternal organizations for activities open to the general public.
- Individual residents of Park County or on behalf of individual residents for assisting with catastrophic incidents will also be accepted providing a bank account has been established for the purposes of fundraising.
- The Community Closet Board of Directors may also grant funds to activities or organizations that they deem to be in the community's interest.

Funding applications for the following groups/activities will not be accepted:

- Political organizations, campaigns, candidates
- Activities not taking place in Park County or not providing a clear benefit to Park County residents.
- Applications from individuals except as described above.
- Examples of possible funding would include but not necessarily be limited to:
 - Recreation scholarships/equipment
 - Community functions
 - Educational programs
 - Youth programs
 - Assistance in response to catastrophic events or illnesses
 - Support of existing non-profit organizations/special programs

Continued - Next Page

Funding Guidelines & Application (Continued)

The Application and Funding Process:

An application, including a budget, is required from all applicants. Applications are available online at www.communitycloset.com or at the Community Closet thrift store at 416 E. Park Street. As part of the application process, you must include a budget of how the funds requested from the Community Closet will be spent. If your organization has a budget, we need to see that as well. Funding determinations are made by the Board of Directors at their quarterly meetings.

If your application is of an emergency nature, please bring it to the attention of our Executive Director, Caron Cooper, any time during the year, and we will try to respond as quickly as possible.

If funding is awarded, the recipient must maintain financial records of how the money is spent and provide these records to the Community Closet at the end of their activity or when the money has been spent, whichever comes first.

Funds not used on the applied project must be returned to the Community Closet; these funds may not be rolled over to another project without an additional (successful) application.

Application for Community Closet funding

Please return to 416 E. Park Street.
Questions? Please call Caron at 222-6200

Date of application: _____
Organization (or Individual) name: _____
Address: _____
Contact name: _____
E-mail address: _____
Phone Number: _____
Amount requested: _____
Budget of how funds will be used:
Description : _____ Amount (\$) _____

Total Requested: _____
Project completion date: _____
Date funds are needed: _____
Approximate number of people served: _____

Description of project, including how project fits within Community Closet funding guidelines (please feel free to attach additional pages):

If nonprofit or tax supported organization, please include your budget for current fiscal year. For tax supported organizations, please just provide the budget for your department.