Please use these instructions as a guide to completing the Gila River Indian Community State Shared Revenue Grant Application. If you have any questions about the grant guidelines or application process please contact the Gila River Indian Community, Office of Special Funding at 520-562-9698, ext. 258 or email to cheryl.pablo@gric.nsn.us or terri.enos@gric.nsn.us.

The Grant Application and all accompanying materials will be accepted until 5:00 p.m. on April 3, 2020. Late or incomplete applications will not be considered. Please submit your application electronically in PDF format to **gricgrants@gric.nsn.us**. Once your application is submitted you will receive a confirmation via email.

> ***** **If you do not receive an emailed confirmation of receipt within 24 hours contact the Gila River Indian Community Office of Special Funding by phone at 520-562-9698, ext. 258 or 259.*****

The grant application should consist of the following documents compiled into one PDF file in this order:

- ☐ The completed grant application **Cover Sheet** signed by the designated Municipality representative
- ☐ The application **Narrative**
- ☐ The **Project Budget**
- ☐ The Project **Budget Detail**
- ☐ Non-profit applications include a copy of the organization's **IRS letter of determination**
- ☐ For current GRIC grantees an **optional 1-page summary on current grant progress**
- ☐ Any **other supporting documentation** such as quotes, letters of support, photos, etc.; however please keep these at a minimum.

Application instructions by section:

The application Cover Sheet, Narrative, Budget and Budget Detail can be form-filled electronically. Use the up and down arrow keys to move about the form fields or simply click on the field.

Cover Sheet

Municipality Information Section

1. Enter the date of the application.
2. Enter the name of the Arizona City, Town, or County that will receive the grant directly or on behalf of a non-municipal organization.
3. Enter the name of the Mayor (City or Town) or Chairman of the Board of Supervisors (County).
4. Enter the official mailing address of the City, Town, or County.

5. Enter the mailing address City. The State is defaulted to Arizona. Enter the mailing address Zip Code.

6. Enter the name and title of the person designated by the municipality to sign GRIC applications. Enter the email address of the person designated to sign GRIC applications. *You, the applicant, will need to **obtain this information from the municipality** directly. This is required to ensure that the municipality is aware that a grant application is being submitted to the Gila River Indian Community from or through the specified municipality. If a municipality is not aware of the application submission the application will not be considered.*

Applicant Information Section

7. Enter the name of the applying Department (within the municipality government) or the name of the Non-Municipal/Non-profit Organization, whichever is applicable.

8. If the applicant is a Department or sub-division of the municipality check the No box. If the applicant is a Non-profit Organization check the Yes box. If the Yes box is checked, please attach a copy of the organization's IRS Determination Letter to the application following the budget detail page.

9. Enter the name of the application contact person. The person listed here will be our direct point of contact for grant-related questions or requests for information. All grant correspondence will be addressed to the contact person.

10. Enter the phone number of the person listed on line number nine.

11. Enter the official mailing address of the Department or Organization. This address will be used for grant correspondence sent via USPS.

12. Enter the mailing address City. The State is defaulted to Arizona. Enter the mailing address Zip Code.

13. Enter the email address of the person listed on line number nine. This address will be used for all grant correspondence sent via email. Enter the website address for the Department or Organization.

Project Information Section

14. Enter the name of the Project for which grant funds will be used.

15. Enter a brief description of what the grant funds will be used for. Please limit this description to one or two sentences. There will be an opportunity to go into detail in the narrative section.

16. Choose a Priority Funding Area from the drop down menu. Choose the area that best fits the project. If the project falls under more than one priority area there will be an opportunity to further define this in the narrative section.

17. Enter the annual funding amount that is requested for this proposal.

18. Enter the number of years that funding is requested. Please refer to the Gila River Indian Community Grant Guidelines, Target Population and Range of Grants section for more information.

19. Enter the total amount requested (annual amount multiplied by the number of years).
20. If the Department/Organization entered on Line 7 has received grant funds from the Gila River Indian Community State Shared Revenue Grant Program in the past, please list the year and amount of past grants.
21. Enter the geographic area that will be served by the proposed project.

Narrative

Each question of the Narrative section has a fill-in field that can be used to provide the information requested. Provide the narrative in paragraph form answering each question listed. If an attachment is used to provide the requested information please indicate so in the field provided.

Project Budget

Each line and column of the Project Budget page has a fill-in field. Click in the box to change the default $0 to the requested dollar amounts.

In **Column One** list the budget item(s) using as many lines as necessary. Not all projects will have 15 budget items.

In **Column Two** list the amount requested from the Gila River Indian Community for each budget item as it relates to the project narrative provided. Provide a column total. This total should equal the amount requested on the coversheet of the grant application. If this is a multi-year grant request provide a budget sheet for each year of the grant. The sum of this column for each year of the grant should total the amount requested on the coversheet of the grant application.

You may alternately create a similar table adding a column for each year of the grant request and submit in lieu of this page.

In **Column Three** list the amount requested or secured from other funders for this project for each budget item.

In **Column Four** list any In-Kind contributions for each budget item.

In **Column Five** list the total budget for each budget item across and then total this column at the bottom. The total of Columns 1 – 4 across (in the Total Budget line) and the total of Column Five should be the same.

Project Budget Detail

Provide a narrative description for each of the budget items listed on the Project Budget page. Include the dollar figure and how it was derived.