



# Lopez Thrift Shop Project Grant Application 2025

**Applicant organization** \_\_\_\_\_

**Your responsibilities as an applicant for Lopez Thrift Shop financial assistance:**

1. Applicant organizations must submit a letter of proposal detailing the project overview, needs and cost.
2. Funds must be used for no purpose other than as specified in the grant proposal letter. Any changes, without notification to the Grant Committee, will deem the organization ineligible for the following year.
3. All applicant organizations must have a current 501(c)(3) nonprofit status. An "in process of applying for status" statement will not be accepted.
4. The nonprofit organization must be located on Lopez Island and serve the community.
5. Grant funds may not be used for endowment funds, budget shortfalls, salaries, rent, insurance, internships, etc.

**Grant Application Form must be completed, signed and submitted with the required items:**

- \_\_\_\_\_ A Community Project Letter of Proposal.
- \_\_\_\_\_ A copy of the IRS cover letter as proof of **current** 501(c)(3) status. An "in process of applying for status" statement will not qualify.
- \_\_\_\_\_ A listing of the Board of Directors.

After receiving grant funding, organizations are required to submit a letter of acknowledgement with details of the project outcome and usage of funds. Copies of all invoices and/or receipts related to the project must be included for accounting purposes.

**This information must be postmarked or hand delivered by January 31, 2026.**

Grants will be awarded in May, 2025. Grant recipient organizations are expected to publish recognition of Lopez Thrift Shop project funding.

Failure to adhere to the guidelines above will cause an organization to be ineligible for the following grant year.

Proposal submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Applications will be accepted via US Mail or by hand delivery to the Thrift Shop during operating hours: Tuesday, Thursday, Saturday 10 AM - 1 PM. Electronic submission via fax and/or email will not be accepted. Deadline for Applications: **Delivered or Postmarked by March 31, 2025.**

Lopez Thrift Shop PO Box 274 Lopez Island, WA 98261

Any questions may be directed to the Grants Chairman: [lopezthriftshop@rockisland.com](mailto:lopezthriftshop@rockisland.com)

For Thrift Shop use: Received by: \_\_\_\_\_ Date: \_\_\_\_\_