



Guidelines / Application
2022 German Christmas Market of New Jersey Foundation Inc
Funding To Non-Profits Serving Sussex County New Jersey

The German Christmas Market of New Jersey Foundation Inc supports charitable organizations that enhance the quality of life for residents living in Sussex County/Northern New Jersey. This includes non-profit organizations that provide programs or services in the areas of nutrition, health and safety advocacy and education.

This document outlines the information you will need to apply for funding. Please read this packet very carefully and follow all instructions closely. And please be sure to include the requested information only and do not include any information or materials other than those specifically requested in this package.

Thank you for all the important work you do in our community! We look forward to reviewing your application.

GENERAL:

- The German Christmas Market of New Jersey Foundation Inc will not fund any political campaign on behalf of any issues or candidate.
- Requests for programs or projects already completed are not eligible for funding.
- Oral presentations to the German Christmas Market of New Jersey Inc Board of Trustees are not part of the grant request process. The applying organization may be contacted by a representative of the Board of Trustees if questions arise.
- Failure to fully complete the application or failure to submit any listed attachments or documentation will result in automatic disqualification from consideration.
- Funding is not guaranteed.
- All funding decisions by the Board are final.

SCHEDULE:

- **DEADLINE: Friday November 11, 2022 - latest postal date. Applications post marked later than Friday November 11, 2022, will automatically be rejected for consideration.**
- Funding decisions will be voted on at the German Christmas Market of New Jersey Inc Board meeting in February, 2023. All applicants will be notified of funding decisions following this Board meeting.
- The German Christmas Market of New Jersey Foundation Inc Giving Back Awards will be held on a date in March 2023 to be determined. If funding is awarded, The German Christmas Market of New Jersey Foundation Inc asks that at least one organization representative be available to attend this event.

ELIGIBLE APPLICANTS:

Funding will be provided to community-based organizations, i.e., not-for-profit organizations as described under the Internal Revenue Code and exempt from taxation under section 501(a) of the Internal Revenue Code, providing services to the residents of Northern New Jersey.

TERMS OF FUNDING:

Funding is determined annually from proceeds of sales at the German Christmas Market of New Jersey Foundation Inc. Funding is designated and required for programs/projects held within and specifically designed to directly benefit residents of Northern New Jersey.

SUBMITTAL:

Applications can be submitted in paper or electronically:

- We strongly prefer that you submit your application by electronic means. Please provide a PDF of the completed/signed application to:

Dan Sarnowski
dpsarnowski@outlook.com

Electronic applications must be received no later than **FRIDAY NOVEMBER 11, 2022**. Applications received later than the deadline will be disqualified from consideration. No exceptions will apply.

- If you choose to submit paper copies, please provide seven (7) copies of the completed/signed application to:

German Christmas Market of New Jersey Foundation Inc
Post Office Box 113
Sparta, New Jersey 07871

Applications must be post marked no later than **FRIDAY NOVEMBER 11, 2022**. Applications postmarked later than the deadline will be disqualified from consideration. No exceptions will apply.

Future applications will only be considered when proof that the project or program for which funding had previously been awarded is complete (back-up documentation may be requested).

GCM Contact:

If you have questions on any of the application requirements, please contact Dan Sarnowski at 631-291-2010 or by email at dpsarnowski@outlook.com

**2022 German Christmas Market of New Jersey Foundation Inc
Funding Application**

Date: _____

Name of organization to which funding would be paid. Please list exact legal name:

Please list the name that a grant check should be written to, if a grant is approved:

Address of organization: _____

Telephone: _____ E-mail: _____

Executive Director: _____

Contact person and title (if not executive Director): _____

Is your organization a 501(c)(3)? Yes _____ No _____

If no, please explain: _____

EIN #: _____ Year Established: _____

Total paid employees/staff: _____

Percentage of total budget allocated for paid staff: _____

Total number of volunteers: _____

Organizational Mission Statement (50 words or less): _____

Brief Description of Organization (75 words or less): _____

Population Served (25 words or less): _____

PROPOSED PROJECT/PROGRAM REQUEST

Project/Program Name: _____

Project/Program Budget: \$_____ Requested Amount: \$_____

Proposed Project/Program Geographic Area: _____

BACKGROUND:

Please summarize in a short paragraph the purpose of your agency.

FUNDING REQUEST:

Please describe the project/program for which you seek funding to include:

- A brief description as to how funding will be used.
- A statement of its primary purpose and the need or problem that you are seeking to address.
- The population you plan to serve and how this population will benefit from the project.
- The proposed staffing pattern for the project/program. Include names and titles of the individuals who will direct the project/program.
- Anticipated timeline/duration of project/program (i.e., # days, weeks, months, ongoing)
- How the project/program contributes to your organizations overall mission.

FINANCIAL INFORMATION:

Please include a complete budget for your specific project/program.

OTHER SUPPORTING DOCUMENTATION:

List of Board of Directors, with their affiliations
IRS Letter of Determination
New Jersey Certificate of Incorporation

I hereby verify that the information provided is accurate to the best of my knowledge.

Authorizing Signature (President of the Board or Executive Director)

Date