



[ROWilmington.org](http://ROWilmington.org)

# Residents of Old Wilmington

PO Box 1862  
Wilmington, NC 28402

## Guidelines for Grant Applications

The following guidelines are to help you prepare your grant application. Submitted applications typically require between two and three months lead time for review and approval. Applications are accepted throughout the year.

The **Residents of Old Wilmington, Inc.** (ROW) is a private non-profit, membership based organization that collaborates with public and private organizations in the development of a vibrant, prosperous and balanced community in downtown Wilmington. Through targeted fundraising activities, ROW supports community projects that:

- enhance the natural beauty of the downtown Historic District (defined as lying between Red Cross and Queen Streets, from Eighth Street to the Cape Fear River)
- are capital improvements – especially those that maintain/ restore downtown structures
- foster the health of downtown arts and cultural programs or facilities and other community services that are important to ROW
- are one time in nature, and do not establish a regular pattern of support
- reflect the diversity of the needs of the Historic District
- potentially have the ability to leverage other available funding for maximum community impact

**Eligibility:** New Hanover County- based organizations, schools or public agencies that have an impact on the downtown Historic District are eligible to apply for a grant. Individuals are not eligible to apply for ROW grants. No grant funds shall be awarded for, or used by grant recipients, to cover administrative costs in any project. Funding requests that are deemed by the board to potentially jeopardize ROW's 501 (c) (3) charitable, non – profit status will be denied. Sponsorship requests are not typically approved.

**Size of Grants:** Grant awards will typically range between \$300 and \$3,000. Occasionally, larger awards are made to support especially meritorious projects. Any grant approvals exceeding \$1000.00 must be approved by a vote of the ROW members.

**Completeness of Application:** Only fully completed applications will be reviewed by the Grants, Contributions and Gifting Committee. The Committee Chair will contact the applicant concerning any missing information or additional information that may be required. The full Committee will review the application and make a recommendation to the Board of Directors.

**Recognition:** At project completion, Grantee organization will formally recognize ROW's financial contribution, in a mutually agreed upon, pre-determined manner.

Grantees are expected to acknowledge support from ROW in all publicity, exhibitions or publications, regarding this grant.

**Instructions:** *For consideration of a grant, complete the Grant Application, and include a copy of your total project's budget, and, if applicable, a list of the names of your Board of Directors.*

Applications may be sent by regular mail to:

*Chair, Grants, Contributions and Gifting Committee  
Residents of Old Wilmington, Inc.  
PO Box 1862  
Wilmington, N.C. 28402*

*Or by email to:*

[Grants@rowilmington.org](mailto:Grants@rowilmington.org)

*(a copy of all emails to this site will also be routed to the home email account of the Chair, Grants, Contributions and Gifting Committee Chair)*

**Residents of Old Wilmington (ROW)**

**GRANT APPLICATION**

Organization Name: \_

Mailing Address: \_

Phone: \_

Email address: \_

Are you a not-for-profit organization? Yes \_ No \_ A public agency? Yes \_ No \_

Tax Identification No.: \_

Executive Director or CEO: \_

Are you governed by a voluntary board of directors? Yes \_ No \_ (If yes, attach board list)

Briefly provide an overview of your project / funding request: (1-3 sentence summary):

Contact individual responsible for this project/program: \_

Phone: \_

Email address: \_

Total amount requested from ROW: \$\_

Has the organization/public agency received a grant from ROW in the past 3 years? \_

Please provide a detailed description of your project/grant request on the next page. Addressing the following questions is a good start. Please feel free to add additional information that you feel might be helpful.

1. Description of specific project or program for which funding is being requested.
2. State the project/program goals.
3. Who will benefit from this specific project or program?
4. What is the project or program's timeframe, start date, and projected completion date?
5. Where will activities take place?
6. What are the expected outcomes of the specific project or program?
7. How will the grant monies be used? (Attach the budget for the specific project or program that you are seeking funding for in this application, including all income sources.)
8. How would ROW be recognized for awarding a grant to your organization?

Project/ Grant Description and Detail (Questions 1 to 8)

Certification

Acting as a duly authorized representative of the organization, I am submitting this application for a ROW grant.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail Grant Application to:

**Chair, Grants, Contributions and Gifting Committee  
Residents of Old Wilmington, Inc.  
PO Box 1862  
Wilmington, N.C.  
28402**

**Or email to:**

[Grants@rowilmington.org](mailto:Grants@rowilmington.org)

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**For Committee Use Only:**

Date fully completed application received \_\_\_\_\_  
Date reviewed by Committee \_\_\_\_\_  
Committee recommendation \_\_\_\_\_  
Date presented to Board \_\_\_\_\_  
Board decision \_\_\_\_\_  
Date presented to General Membership \_\_\_\_\_  
Membership decision \_\_\_\_\_  
Amount \_\_\_\_\_  
Date of written notification to applicant \_\_\_\_\_