

NORCROSS WILDLIFE FOUNDATION, INC.
CURRENT GRANT REQUEST GUIDELINES (rev. 02/09/09)

1. ABOUT NORCROSS GRANTS:

Applicants must be non-profit organizations (NGOs) as determined by the IRS. Norcross makes **ONLY restricted grants:** for land protection, program-related office and field equipment/technology, public-education materials. We support a **very limited** amount of community-service work, confined to the NYC Metro area and the towns near the Norcross Wildlife Sanctuary. We **DO NOT support** salaried positions, animal welfare or wildlife rehabilitation; nor do we renew earlier grants, make grants to individuals, match other funders' support, or make multi-year grants. And whereas we **generally do not support** research, conferences, general-operating/ membership or fundraising expenses, we will occasionally fund the tools necessary to accomplish this kind of work. Norcross will consider requests for **NO MORE THAN \$10,000**; but please note that our grants average less than \$5,000. **We will generally consider only one grant request per organization per year.**

2. SUBMISSION. (NOTE: No deadlines, we review requests quarterly)

(A) Step #1: Request our application form by mail (see address below) or download the form from our website at www.norcrossws.org.

(B) Step #2: Complete the short application form and mail it to our Massachusetts office **along with the following items:** (1) ONE original copy of a signed two-page letter, on your letterhead, describing your organization's mission, project goals, and request for a specific \$\$ amount; (2) A ONE-PAGE request breakdown (not **OVER-ALL** or **ORGANIZATIONAL** budget), in round numbers; and (3) **ONE** clear copy of your latest IRS Letter of Determination. Mail the request package – via USPS First Class or Priority mail only to:

GRANTS ADMINISTRATOR
NORCROSS WILDLIFE FDTN
PO BOX 269
WALES, MA 01081

(PLEASE do not send your request to our New York office, use binders of any kind or include **any other materials: do not** send via Express Mail, Fed Ex, UPS, Certified, etc.)

(C) Step #3: Within fifteen days or so, you will be notified if your request has been accepted for consideration. If so, your request will be assigned a reference number for use in subsequent correspondence, and you will be asked for additional copies of the **short application form, the two-page letter and the budget breakdown** for board circulation. We will indicate the **approximate** date of Board review. You may also be asked to supply additional information about your organization or the proposal – e.g., list of directors, other potential sources of support, latest complete tax return etc. Until you hear from us, please do not call to “see if Norcross received” your request or ask for a meeting to discuss it – the request will stand or fall on its own merits.

if you have any questions about our guidelines or grant application process, please write to the address above, call our NY office at (212) 362-4831 or (718) 791-2094 or email our Director of Grant Programs at john@norcrossws.org.

Please follow these guidelines carefully. We hope this information is helpful. Good luck!