



## EXAMPLE GRANT APPLICATION

### 1. ORGANIZATION INFORMATION:

#### a. Name of organization:

Central Wyoming Ping Pong Club

#### b. Mailing Address:

PO Box 12345, Lander WY 82520

#### c. Contact Name:

John Adams

#### d. Contact Phone:

307-555-1212

#### e. Contact Email:

jadams@gmail.com

#### f. Name & phone number of spokesperson:

John Adams 307-555-1212

#### g. Organization's Officers:

Title	Name	Phone	Email
President	<u>George Washington</u>	<u>307-555-1213</u>	<u>gwashington@gmail.com</u>
Vice-President	<u>Thomas Jefferson</u>	<u>307-555-1213</u>	<u>tjefferson@gmail.com</u>
Secretary	<u>Martin Van Buren</u>	<u>307-555-1213</u>	<u>mvanburen@gmail.com</u>
Treasurer	<u>John Quincy Adams</u>	<u>307-555-1213</u>	<u>jqadams@gmail.com</u>

## 2. GENERAL INFORMATION:

**a. Brief Description of what your organization does:**

Since 1983, the Central Wyoming Ping Pong Club (CWPPC) has been bringing a sense of fun and comradery while improving reflexes, hand-eye coordination, and agility of our members. We offer both open and tournament play to cater to our casual and competitive members alike. We also offer introductory courses and games to initiate a wider range of people to the joys of ping pong. Our goal is to keep club fees low and share our love of ping pong with all who are interested.

### **b. Contact with the Public:**

**Estimated Yearly No. of Participants Involved in Your Projects:** 100

**Estimated Participant Contact Hours (time each spent participating in your project):** 2 hours/week  
X 20 weeks X 100 participants totaling approximately 4,000 hours

**Age Range of Participants in Your Project:** 5-70

## If Grant is for Performing Arts:

**Number of Performances:** n/a

**Expected Audience per Event:** n/a

### **3. PREVIOUS FUNDING FROM LDRB**

a. Lander District Recreation funds REQUESTED from PREVIOUS year: \$3,000

b. Lander District Recreation funds APPROVED from PREVIOUS year: \$0

c. Lander District Recreation funds REQUESTED THIS year: \$12,000

## 4. PROJECT DESCRIPTION

**a. Description of project that you wish to supplement with LDRB funding:**

The Central Wyoming Ping Pong Club wishes to grow our organization to better accommodate our new members, support our existing members, and facilitate our more competitive members travelling to represent our community.

Specifically, our request is to help pay for expenses associated with holding local meets, referee pay, advertising, travel costs, and insurance. We are also requesting funds to pay for new or replacement equipment, such as tables, paddles, balls, scoreboards, etc.

**b. Items REQUESTED from Rec board. Describe as specifically as possible how the funds you are requesting from LDRB will be used (i.e. staff, materials, equipment, rent, training, etc.):**

We are requesting a total of \$12,000 in funding from the LDRB as follows:

- Purchase additional equipment in the form of tables (5 @ \$300 each), paddles, ping pong balls, scoreboards (5 @ \$500 each), and a water cooler. This will cost ~\$6,000.
- In addition, funds will be used to pay officials for our competitive meets (\$400/match), insurance for matches (\$400/match), and some expenses for our traveling athletes. This will also cost ~\$6,000

## 5. PROJECT BUDGET FORM (these amounts can be described in previous section, 4b)

PROJECT EXPENSES – List expense items for this project in the table below:

Expense Items	Amount Requested from LDRB	Amount from organization (Cash & /or In Kind)	\$ from Other Sources	Total Budget
Salaries		\$2,000		\$2,000
Consultant & Professional Fees	\$2,000			\$2,000
Insurance	\$2,000	\$500		\$2,500
Travel	\$2,000	\$1,000		\$3,000
Equipment/Supplies	\$6,000	\$3,500		\$9,500
Rent				
Utilities				
Maintenance & Repairs				
Training				
Marketing				
Other (Specify)				
<b>Total Project Expense</b>	<b>\$12,000</b>	<b>\$7,000</b>		<b>\$19,000</b>

PROJECT INCOME – List each actual &/or anticipated source of funding for this project:

Funding Sources	Funds Requested	Funds In Hand	Total Amount
Lander District Recreation Board	\$12,000		\$12,000
Other Grants (Foundations, Corporations & Government)			
Donations			
Participant/class fees	\$3,000		\$3,000
Cash From Your Organization		\$4,000	\$4,000
In Kind and Other			
<b>Total Project Income</b>	<b>\$15,000</b>	<b>\$4,000</b>	<b>\$19,000</b>

## 6. STATEMENT OF ORGANIZATION'S FINANCIAL STATUS FOR PREVIOUS FISCAL YEAR

Please attach last year's financial statement (if any) and complete the form below:

a.	Fiscal Year Dates (start date to end date)	1/1/24-12/31/24
b.	Cash assets at the BEGINNING of your fiscal year (include cash, money in banks, CDs, etc.)	\$4,000
<b>Income for your previous fiscal year</b>		
c.	Memberships/Dues	\$3,000
d.	Donations/Fundraising	\$2,000
e.	Other Grant funding received	
f.	Other Income (please describe)	
g.	Total income for previous fiscal year (add rows c. through f. above)	\$5,000
h.	Total cash plus income (add rows b. and g.)	\$9,000
<b>Expenses for previous year</b>		
i.	Equipment, supplies, uniforms, etc.	\$500
j.	Facility costs (rent, maintenance, etc.)	\$1,500
k.	Salaries/Wages - <b>officials</b>	\$1,000
l.	Employee, volunteer training expenses	
m.	Other expenses (please describe)	
n.	Total Expenses (add rows i. through <b>m.</b> )	\$3,000
o.	Total Cash after expenses (row h. minus row n.)	\$6,000

**7. DESCRIBE ANY SIGNIFICANT CHANGE (INCREASE OR DECREASE) IN THIS YEAR'S FINANCIAL INFORMATION FROM PAST YEARS:**

No significant changes. We plan to fundraise more this year to help cover the cost of some of the new equipment.

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**8. EXPLAIN ANY PLANNED SURPLUS FUNDS OR EXPECTED DEFICITS. Please specifically explain any planned surplus and why this surplus is not used to fund proposed project:**

We plan to put \$4,000 from the \$6,000 we have saved toward the new equipment and match fees. We want to maintain a \$2000 cushion for unforeseen circumstances.

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**9. IF EQUIPMENT IS PURCHASED WITH LDRB FUNDING, WHERE WILL IT BE STORED WHEN NOT IN USE AND WHO WILL BE IN CHARGE OF THE EQUIPMENT WHILE IT IS IN STORAGE?**

The equipment will be stored in the CWPPC warehouse and will be cared for by the CWPPC.

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**10. SIGNATURE**

*I, the undersigned, attest and believe that the information contained in this Lander District Recreation Board Grant Application is correct and factual as of this date.*

Signed: John Adams Date: 12/27/25

Title John Adams - Treasurer