



## 2026 Grant Application

### Project Requirements and Considerations:

Due to the number of applications and the amount of funding available, the following will be stressed in assessing each application:

1. **Special Criteria:** The goal of this Board is to prioritize grants to organizations within FCSD#1 for programs, projects, or facilities that:
  - a. benefit the greatest number of participants;
  - b. hold the costs (to the participants) to a minimum;
  - c. would not be possible without funds from the Lander District Recreation Board
2. **Match Funding or Support:** Applications providing some sort of match will be given preference. This match may be in the form of other monies (i.e., Federal, State, and Local), donated money, donated labor, in-kind labor, etc. Please delineate this in “Your Organization’s Contribution” in the grant application.
3. **Purpose of Funds:** Grant monies may be used for specific project related materials, equipment, rentals, labor, or capital improvements:
  - a. If a capital improvement or a permanent structure/facility is built with the grant money, the following requirement must be observed:
    - i. If the land is owned by a Public Entity (i.e. government agency, school district, city council, etc.) a letter of support from that entity must accompany the grant request, stating their understanding of the project and its scope, and their approval of the project.
4. **Non-Profit Status:** Requests may come only from non-profit organizations. If you have not already done so, please provide proof of your non-profit status or fiscal sponsorship (e.g., a Federally registered 501(c)(3), registered with Secretary of State of Wyoming, affiliated with the Lander Community Foundation, Lander City Parks and Recreation Department, etc.).
5. **Where funds can be spent:** Grant monies must be used within the boundaries of FCSD#1 and must be used primarily by the residents of this school district (including Lander, Hudson, Atlantic City, and Jeffrey City). In addition, the facility or program must be open to the general public, at least on a limited basis.
6. **Funds must be used for Recreation purposes:** All projects must be directly recreation-oriented. That is, programs must be designed to engage the body and mind for the purposes of skill acquisition, social interaction, fitness, entertainment, competition and/or adventure.

# APPLICATION INSTRUCTIONS:

- **Save this form to your computer before entering any information**
- Print, complete, and sign ten (10) copies of this form
- Submit all 10 copies to the Lander Parks and Recreation Office (405 Fremont Street) OR mail to the Lander District Recreation Board (PO Box 1673, Lander, 82520). All applications must be received by **12 p.m. (noon), Monday, January 5, 2026**
- **Applications must be in hand by the deadline or they will not be considered**
- If you have not already done so, please include proof of your non-profit status or fiscal sponsorship (e.g., IRS 501(c)(3) filing (affiliation with Lander Community Foundation, registration with Wyoming Secretary of State, etc.)
- The Board will hold one (1) set grant hearings per year which will take place during the Board's regularly scheduled meeting in February. At that time all grant requests will be heard by the board. Applicants will have the opportunity to describe their requests, and the board will ask questions and receive clarification

## **Successful Applicant Reimbursement Instructions:**

If your grant request is approved, your organization must provide us with the following:

- A cover letter summarizing your request for reimbursement for expenditure that was specifically requested in your grant application
- A copy of the official District Voucher, completed and signed (voucher is available on our website)
- Copies of the invoices, receipts, or cancelled checks for which you are requesting reimbursement
- A stamped, self-addressed envelope
- Submit to: Lander District Recreation Board, P.O. Box 1673, Lander, WY, 82520
- If you are unable to meet these requirements your grant reimbursement may be withheld, and future requests may not be considered
- Requests for reimbursement can be submitted throughout the year.
- **Final requests for reimbursement must be in-hand by December 31st.**
- **Written requests for extensions will be considered prior to the December Lander District Recreation Board meeting.** To request an extension, email [landerrecboard@gmail.com](mailto:landerrecboard@gmail.com).

# **2026 GRANT APPLICATION**

## **1. ORGANIZATION INFORMATION:**

**a. Name of organization:**

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**b. Mailing Address:**

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**c. Contact Name:**

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**d. Contact Phone:**

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**e. Contact Email:**

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

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**g. Organization's Officers:**

Title	Name	Phone	Email
President			
Vice-President			
Secretary			
Treasurer			

## 2. GENERAL INFORMATION:

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

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

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

**Estimated Participant Contact Hours (time each spent participating in your project):**

**Age Range of Participants in Your Project:**

### If Grant is for Performing Arts:

**Number of Performances:**

**Expected Audience per Event:**

### 3. PREVIOUS FUNDING FROM LDRB

a. Lander District Recreation funds REQUESTED from PREVIOUS year:

**b. Lander District Recreation funds APPROVED from PREVIOUS year:**

c. Lander District Recreation funds REQUESTED THIS year:

c. Landier District Recreation funds REQUESTED THIS year: \_\_\_\_\_

## 4. PROJECT DESCRIPTION

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

**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.):**

## 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				
Consultant & Professional Fees				
Insurance				
Travel				
Equipment/Supplies				
Rent				
Utilities				
Maintenance & Repairs				
Training				
Marketing				
Other (Specify)				
<b>Total Project Expense</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			
Other Grants (Foundations, Corporations & Government)			
Donations			
Participant/class fees			
Cash From Your Organization			
In Kind and Other			
<b>Total Project Income</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)	
b.	Cash assets at the BEGINNING of your fiscal year (include cash, money in banks, CDs, etc.)	
<b>Income for your previous fiscal year</b>		
c.	Memberships/Dues	
d.	Donations/Fundraising	
e.	Other Grant funding received	
f.	Other Income (please describe)	
g.	Total income for previous fiscal year (add rows c. through f. above)	
h.	Total cash plus income (add rows b. and g.)	
<b>Expenses for previous year</b>		
i.	Equipment, supplies, uniforms, etc.	
j.	Facility costs (rent, maintenance, etc.)	
k.	Salaries/Wages	
l.	Employee, volunteer training expenses	
m.	Other expenses (please describe)	
n.	Total Expenses (add rows i. through n.)	
o.	Total Cash after expenses (row h. minus row n.)	

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

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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:

**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?**

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

**Title** \_\_\_\_\_