



Guidelines / Application

2023 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 (GCM) 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.

Funding is provided to community-based organizations (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).

Non-profit organizations providing services such as animal shelters are noteworthy but unfortunately are not within the overall mission of the GCM grant program.

If your organization has never applied for a possible GCM grant in the past, we encourage you to submit an application for GCM consideration if your organization meets the general provisions of the GCM grant mission.

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.
- Programs must support the population of Sussex County. Programs that do not support the population of Sussex County will not be considered for GCM 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 may result in disqualification from consideration.

TERMS OF FUNDING:

- Funding is determined annually from proceeds of sales at the German Christmas Market. Funding is designated for programs/projects held within and specifically designed to directly benefit residents of Sussex County.
- The total amount of proceeds from the 2023 Market will be determined after the Market is completed and all revenue and all expenses are finalized. As such, it is not possible to ensure that all applications submitted for 2023 will receive grants and funding for any grant is not guaranteed.
- All funding decisions by the GCM Board are final.

GRANT PROCESS SCHEDULE:

- **All applications must be received no later than FRIDAY NOVEMBER 10th. Applications received later than the deadline will be disqualified from consideration.**
- Funding decisions will be voted on at the GCM Board meeting in early 2023. All applicants will be notified of funding decisions following this Board meeting.
- The German Christmas Market Giving Back Awards will be held on a date in the Spring of 2024. If funding is awarded to your organization, we ask that at least one representative from your organization be available to attend this event.

SUBMITTAL:

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

Dan Sarnowski
dan.sarnowski@germanchristmasmarketnj.org
Trustee & Chair of Charity Committee
German Christmas Market of NJ Foundation Inc
Tel: 631-291-2010

- If you choose to submit paper copies, please provide five (5) copies of the completed/signed application to:

German Christmas Market of New Jersey Foundation Inc
Attn: Dan Sarnowski
Post Office Box 113
Sparta, New Jersey 07871

- 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).

VOLUNTEERING:

- The German Christmas Market requires the help of many volunteers to make it a true success. Volunteers are needed to help during the week prior to the event weekend (Tuesday November 28th through Thursday November 30th) to help set up the Market, during the Market itself, and on Monday December 4th following the Market to help take down and store away Market decorations, etc.
- You can find more information about volunteering on the GCM website. You are encouraged to fill out the Volunteer Opportunities form on the GCM website and let us know how many of your representatives from your organization can help out during these days.

<https://www.germanchristmasmarketnj.org/>

GCM Contact:

- If you have questions on any of the application requirements, please contact:

Dan Sarnowski
dan.sarnowski@germanchristmasmarketnj.org
631-291-2010

**2023 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 organization's overall mission.

FINANCIAL INFORMATION:

- Please include a complete budget for your specific project/program.
- Please provide the name of the organization for whom the GCM check would be made out, assuming your grant is approved.

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