

GUIDELINES

GRANTS

The Downtown Exchange Club of Billings will consider the following statements in awarding grants.

1. Normal grants will be in the \$100 to \$500 range.
2. Grants usually will only be given to recognized non-profit organizations deemed to be in need of our help.
3. Priority will be given to those most in need and/or youth oriented.
4. Grants usually will be awarded only for one time projects that do not require continual funding by the Exchange Club.
5. Other factors influencing our decision will be:
 - a. Purpose and need.
 - b. Number and age group of people to be helped.
 - c. Procedure and accountability to be followed.
 - d. Has the grantee received grant funds previously, within the last three years, from the Downtown Exchange Club of Billings?
 - e. Is the Downtown Exchange Club of Billings the only contributor to this project? If not, how is the balance being raised?
 - f. How will the organization report back to the Downtown Exchange Club of Billings on the project?

6. Return this form to:

“Grant Committee”
Downtown Exchange Club of Billings
P.O. Box 808
Billings, MT 59103

- *Please use and attach separate sheets if more space is needed to completely answer each question.*
- *The Downtown Exchange Club of Billings may request more information in order to make funding decisions.*
- *Requests will generally be acted upon by the Downtown Exchange Club of Billings’ board of directors within 30 to 60 days of receipt of completed grant application.*

APPLICATION

GRANTS APPLICATION

Please complete this form with as much detail as possible. The Downtown Exchange Club of Billings receives many requests for funding each year. We are unable to fund every request, but we do make every effort to consider each proposal on its own merits.

A. Name of organization:

Street Address: _____

City, ST Zip _____

Mailing Address: _____

City, ST Zip _____

B. Name of contact person:

Address: _____

Phone - Business _____ Phone – Home: _____

C. Name of project:

Amount Requested: \$

D. Need for this project:

E. Short resume of this project:

F. Procedures to be followed in carrying out this project:

G. Who will primarily benefit from this project: _____

Ages of participants: _____ Number of participants: _____

APPLICATION

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H. Have you received a grant from us within the last three years?

No Yes

If yes, when _____ amount \$ _____ project _____
If yes, when _____ amount \$ _____ project _____
If yes, when _____ amount \$ _____ project _____

I. Is the Exchange Club the only source of funding for this project?

No Yes

If no, how is the balance being raised? _____

J. How will you evaluate the success of this project? _____

K. How will the Exchange Club be recognized? _____

L. Send check to:

Address: _____
City, ST Zip _____
Phone – Business: _____ Phone – Home: _____

M. A final report on this project will be sent to the Exchange Club by:

Name: _____ Date: _____

For Exchange Club use:

Club member referring: _____

Grant received on: _____

Date acted on: _____ Approved: _____ Denied: _____

Conditions of Approval: _____

Comments: _____

Follow up Report Received: _____

PROJECTS

The Downtown Exchange Club of Billings, in addition to its “at large” charitable contributions, funds the following projects:

- **ACE Awards** – This program recognizes high school students who have made a dramatic change in their attitude and performance during their high school years. These changes have enabled the students to overcome adversities and prepare for graduation.
- **Freedom Shrine Exhibits** – A collection of photographic reproductions of original documents from American history. The display includes the Bill of Rights, the Mayflower Compact, the Declaration of Independence and the U.S. Constitution.
- **Christmas Gift Program** – Christmas gifts to needy children in the community.
- **Project GiveAKidAFlagToWave** – This popular project involves the distribution of small American flags to youngsters at parades, fairs, picnics, school events or other community happenings that generate large crowds.
- **Crime Prevention Appreciation Banquet** – Recognition of outstanding law enforcement officers of Billings, Yellowstone County, and Highway Patrol.
- **Book of Golden Deeds** – Recognition of outstanding citizens.
- **Child Abuse Prevention** – Participate in the National Exchange Club’s efforts at preventing child abuse.
- **Par 3 Golf Course** – Initiated and participate in the management and operation of the Par 3 Golf Course.
- **National Day of Service** – The club has adopted a section of highway for roadside cleanup. In conjunction with Earth Day, the club members clean our section of the road.

Mail completed application to:

**Downtown Exchange Club of Billings
P.O. Box 808
Billings, MT 59103**