

# RANGE



The  
**NRA** Foundation  
*Teach Freedom.*

## RANGE GRANT: Guidelines For Application Submission

The NRA Foundation, Inc.

Updated June 2008

The following guidelines govern the award of all State Fund Committee grants made under the auspices of the *Friends of NRA* program. Please read this entire document prior to completing a grant application. These guidelines supersede all previous guidelines for NRA State Fund Committee grants.

### 1

**GENERAL PROVISIONS** The NRA Foundation, Inc. ("NRA Foundation"), established in 1990, is a 501(c)(3) tax-exempt organization. Contributions to The NRA Foundation are tax-deductible to the extent allowed by law. Funds raised by The NRA Foundation, and particularly funds raised through *Friends of NRA* events, support a variety of firearms-related public interest projects and activities of organizations. Fifty percent of the net proceeds raised through *Friends of NRA* events in a given state are earmarked by The NRA Foundation to support qualified, eligible charitable projects at the grassroots level in that state. These funds are available to qualifying organizations or groups through NRA Foundation State Fund Committee grants.

These grants are awarded to qualifying projects or activities that promote firearms and hunting safety; enhance the marksmanship skills of those participating in the shooting sports, educate the general public about firearms in their historic, technological, and artistic context, or contribute to the general well being of the public at large. NRA Foundation State Fund Committee grants benefit a variety of constituencies including children, youth, women, individuals with physical disabilities, gun collectors, law enforcement officers, hunters, and competitive teams.

### 2

**STATE FUND COMMITTEES** State Fund Committees are made up of qualified individuals appointed by The NRA Foundation from individuals nominated by *Friends of NRA* event committees. State Fund Committee Members are appointed pursuant to, and governed by, Operational Procedures for *Friends of NRA*. One State Fund Committee represents the interests of each state or region. Each State Fund Committee reviews and recommends for approval (by The NRA Foundation Board of Trustees) projects or activities from groups or organizations in the state or region that submitted grant applications to The NRA Foundation (please see "Final Review/Approval Process," below).

In reviewing grant applications, State Fund Committees apply the following criteria and recommend to The NRA Foundation's Board of Trustees only projects conforming to these guidelines. All other applications will be rejected or returned to applicants.

### 3

**ELIGIBLE APPLICANTS** An applicant may be any organization, association, or other entity, whether formally incorporated or not, that has a unique federal employer identification number (EIN) issued by the Internal Revenue Service. Eligible applicants may apply for an NRA Foundation State Fund Committee grant for a qualifying project or activity.

Applicants seeking to qualify for support shall not discriminate against any individual, including but not limited to any user of its facilities or equipment, on the basis of age, race, color, sex, or national origin. Applicants are not required to be members of or have association with the NRA to receive a grant.

#### Ineligible Applicants

The following organizations are not eligible for grants:

- Political candidates or organizations
- Labor organizations
- State Fund Committees
- *Friends of NRA* event committees
- Any private business or enterprise
- Organizations, associations, or other entities that have not been assigned a federal employer identification number by the Internal Revenue Service. (A signed copy of IRS Form W-9 disclosing this number must be included with all applications.)

## 4

**PROJECTS AND ACTIVITIES ELIGIBLE FOR FUNDING** Grant requests must conform to, and foster the purposes set forth in, The NRA Foundation's Articles of Incorporation and mission statement. Allowable 501(c)(3) purposes or categories are limited to projects which are or include: charitable, scientific, testing for public safety, literary, educational, or fostering national or international amateur sports competition (cannot include the provision of athletic facilities or equipment). Each applicant must specify which purpose or category the proposed project furthers. Any applicant that fails to state an allowable 501(c)(3) purpose will not be considered for funding. Such purposes include:

- To promote, advance, and encourage firearms and hunting safety.
- To educate individuals, including the youth of the United States, with respect to firearms and firearms history and hunting safety and marksmanship, as well as with respect to other subjects that are of importance to the well being of the general public.
- To conduct research in furtherance of improved firearms safety and marksmanship facilities and techniques.
- To support activities of the National Rifle Association of America, but only to the extent that such activities are in furtherance of charitable, educational or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
- To engage in any other activity that is incidental to, connected with, or in advancement of such purposes and that is within the scope of allowable purposes under section 501(c)(3).
- Law Enforcement Agencies seeking funding in the following areas: Tuition for all NRA training classes; Purchase of Portable Defibrillators for use in patrol cars; Purchase and training of K-9 dogs (to be used for drug or bomb detection and search and rescue); Purchase of Individual Body armor; Purchase of "Quic-Clot" (new product for traumatic injury/bleeding—currently in testing phase—recommended for all patrol units); Purchase of Tire spikes—used to stop and puncture tires; Maintenance of, and purchase of Supplies for Police ranges—multi-agency use; Purchase of Individual Traffic safety vests; Purchase of Chemical/biohazard suits; and Purchase of Robots. Other types of projects will be considered on a case by case basis.

**Reminder:** Allowable 501(c)(3) purposes or categories are limited to projects which are or include: Charitable, Scientific, Testing for public safety, Literary, Educational, or Fostering National or International Amateur Sports Competition (cannot include the provision of athletic facilities or equipment). EACH APPLICATION MUST SPECIFY WHICH PURPOSE OR CATEGORY THE PROPOSED PROJECT FURTHERS. Any application which fails to state an allowable 501(c)(3) purpose will not be considered for funding.

### Restrictions On Funding

The following are not eligible for funding:

- Projects that confer a private benefit upon the members of the applying club or group. (Restricted to a particular club or group only).
- Deficit financing. (Payment for something already purchased or reimbursement for an event that has already taken place).
- Projects for commercial ventures or other private businesses.
- Projects that require membership in the NRA or in the applying club or group. (NOTE: Organizations may be private or open only to members, PROVIDED that the project or activity for which funding is sought is open to the public.) Documentation must clearly demonstrate a public benefit to be eligible for funding.

- Applications from organizations or groups that have not submitted final reports for previously-awarded grants.

**\*In addition,** the following limitations/restrictions apply to grants which are otherwise eligible for funding:

- No funding will be awarded to an applicant for payment of administrative fees, office overhead, or other similar charges.
- The Foundation **does not** approve multi-year funding of projects. Requests must be submitted for consideration each year. If funds are awarded in one year, that does not guarantee funding in subsequent years.
- **Funding cannot be given for competitions requiring NRA or other club or association membership.**

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**COMPLETING THE APPLICATION** All applications for State Fund grants **must be** submitted on official NRA Foundation Grant Application forms. These application forms are available from NRA Field Representatives or from The NRA Foundation, including on the Foundation's web site at [www.nrafoundation.org](http://www.nrafoundation.org). **All requested information must be provided at the time of application including the IRS W-9 form, EIN/TAX ID Number, a signed consideration agreement and letters of support for projects involving range improvements (see below).** Please feel free to contact the Grant Manager with questions about qualifying projects (703-267-1131).

For grant applications to be promptly considered by The NRA Foundation, they must be received by the State Fund Committee Secretary prior to the application deadline set for that state.

All applications recommended for approval by the State Fund Committee will be transmitted by the State Fund Committee Secretary to **The NRA Foundation, Attn: Sandy Elkin, Grant Manager, 11250 Waples Mill Road, Fairfax, VA 22030.**

- Prior to transmitting applications to the Foundation, State Fund Committees review **each** application to ensure it has been completed properly and that all supporting/required documentation is attached.
- Refer to the FINAL CHECKLIST attached to the application form to insure all required documents are included. **Applications which do not contain all required information, forms, attachments or signatures will not be considered for funding.**

# 6

**A SPECIAL NOTE ON APPLICATIONS FROM GUN CLUBS AND RANGES** Applications from sportsman's clubs and ranges will be evaluated and treated in the same manner as applications from any other entities. Proposed projects **must** promote an allowable 501(c)(3) purpose and cannot be those that confer a private benefit upon members of the club or range. Applications from clubs or ranges requesting range improvements must have unassailable documentation that the project will benefit the public at large. **Applications for range or club improvements must contain letters from such organizations as the Boy Scouts, Cub Scouts, 4-H, FFA, law enforcement, ROTC or other military units, recognized charities, or other similar agencies or groups clearly explaining how this project will benefit these organizations and/or the general public.** Applicants must provide a minimum of three (3) such letters attesting to the public use of the range or facility or the application for funding will be denied. Applicants are encouraged to provide a letter from each such group or organization that uses the facilities.

Applications from clubs or ranges that describe how the project will benefit club members, potential or future club members, or NRA members, will be categorically rejected for failing to demonstrate a 501(c)(3) purpose. A statement on an application such as "the project will improve the reputation of the club thereby helping to recruit new members" is the very essence of conferring a private benefit and, consequently, is strictly prohibited by the Internal Revenue Service.

# 7

**FINAL REVIEW/APPROVAL PROCESS** Once applications have been recommended for approval by the State Fund Committee and transmitted to The NRA Foundation, the following review process will be conducted:

- Step 1:** Applications undergo a thorough review by the grant manager and/or by legal counsel to assure both applicants and projects are eligible for funding under current IRS rules and regulations. Eligibility determinations made by The NRA Foundation attorneys are final.
- Step 2:** If warranted, an application may be referred for additional review or comment to an appropriate NRA Foundation department.
- Step 3:** The applicant and State Fund Committee Secretary will be notified upon completion of the final review if the project does not meet criteria to qualify for funding. State Fund Committee revenue earmarked for such non-qualifying projects will then be credited back to the appropriate state fund and made available to other applicants.
- Step 4:** Qualifying projects are submitted to The NRA Foundation Board of Trustees for final approval on an ongoing basis. A majority vote is required to approve a grant.
- Step 5:** Following affirmative vote of the Board of Trustees, the Grant Manager will notify the applicant that the grant has been approved and request a check from the Foundation Treasurer's Office.

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Approved applicants will generally receive the check within sixty (60) days of notification that the grant has been recommended for approval by the State Fund Committee. Included with the grant check will be a Final Report form that must be completed and returned to The NRA Foundation (see section 8).



**POST-DISBURSEMENT REQUIREMENTS** Internal Revenue Service regulations require that The NRA Foundation continue to account for the use of grant monies by the grant recipient. All organizations or groups awarded grants by The NRA Foundation must complete and return, to the Grant Manager, a Final Report detailing and accounting for how the grant funds were spent. **Grant funds may only be expended in furtherance of the project documented on the grant application. Final Reports should be as complete as possible and include receipts for items purchased with grant funds. Any unused funds must be returned to The NRA Foundation and may not be retained for further use.**

Failure to submit the Final Report on a timely basis or expending grant funds for purposes other than those for which they were sought will preclude the award of further grants to the grant recipient. **In addition, The NRA Foundation reserves the right to, and will demand return of grant funds which were not spent for the purposes for which the grant was awarded.** Such a demand may include the initiation of legal proceedings, where appropriate, to recover misused funds. Unused grant funds should be returned to The NRA Foundation so that they may be made available to other applicants.

Thank you for your interest in The NRA Foundation's State Fund Committee grant program. Your cooperation and compliance with the above guidelines will help ensure quick action on your application and that the grant program is operated in strict compliance with requirements of federal laws governing the operation of charities. Should you have any question regarding this program, please call The NRA Foundation at (703) 267-1131, or write to:

### **The NRA Foundation, Inc.**

Attn: Grant Manager  
11250 Waples Mill Road  
Fairfax, VA 22030

**1-800-423-6894**

[www.nrafoundation.org](http://www.nrafoundation.org)

or  
[selkin@nrahq.org](mailto:selkin@nrahq.org)

# RANGE



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## RANGE GRANT: Application

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### State Fund Committee Use ONLY

SFC Meeting Date:

Approved:

Denied:

SFC Chairman (Signature):

Amount:

## 1. Organization

Applicant Organization:

Mailing Address:

City:

State:

Zip:

County:

Website URL:

Contact Name:

Title:

Contact Mailing Address:

City:

State:

Zip:

County:

Phone:

Fax:

E-mail:

EIN/Tax ID Number:

State Tax Exempt No. (if applicable):

Is the organization classified by IRS as a 501(c)(3) organization?:

Yes

No

If Yes, please attach a copy of the IRS determination letter. If No, how is the organization classified? (E.g., 501(c)(7), recognized as non-profit by your state, etc.) Please attach appropriate documentation.

Amount Requested:

Total Project Budget:

Project Start Date:

Project End Date:

Make Check Payable To:

Project Title:

The purpose of the grant as outlined in this application is related to the following IRS 501(c)(3) area (select one)

You must support your selection in the application documentation, and describe how the project fits in the category (see question "E"):

Charitable

Fostering national/international amateur sports competition

Educational

(cannot include the provision of athletic equipment or facilities)

Does your club/organization own/lease the range land?

Own

Lease

Lease expiration date (please attached a copy of the current lease):

## 2. Proposal Information

**Describe your request in detail, incorporating the following points:**

- A) Project Description
- B) State how the project will benefit the community and how it fits within the selected 501(c)(3) category.
- C) How many people do you expect the project will benefit?
- D) Please provide drawings or plans if available.
- E) A minimum of three (3) letters in support of proposed project are required, from charitable groups such as: BSA, 4-H, Law Enforcement, etc. Please see "Proposal Checklist for letters of support guidelines.

**Description:**

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## 3. Budget

Using the attached Budget Worksheet, provide a complete and detailed budget, listing all costs for this project (equipment, supplies, printing, publishing, construction and miscellaneous other expenses). Please be specific.

If partially funded, will this project still move forward?  Yes  No

If no, have you contacted other organizations for funding?  Yes  No

Please list any other organizations providing funding for this project and whether any sources of funding listed below is contingent on any event or award.

Organization	Amount of Support
1:	1:
2:	2:
3:	3:
4:	4:

Has your organization received any other grants or funding from The NRA Foundation or the NRA within the last five (5) years?

Yes  No

If so, please specify:

Has a final report been filed for earlier NRA Foundation grant(s)? (Failure to file reports for previous grants will delay further processing).

Yes  No

## 4. Recognition

If awarded this grant, how will you recognize the NRA Foundation for its support? (Photos, newspaper articles, signs, etc.)

## 5. Evaluation

Describe the criteria to be used in determining the success and impact of this project. What do you want to happen as a result of this project? How will you measure the impact?

## 6. Authorization

I (we) hereby certify that the information contained in this grant application is accurate. Further, I (we) will abide by the requirements of any grant provided by The NRA Foundation, Inc.

Name:

Title:

Signature:

Date:

**Grant Consideration Agreement**

<b>Applicant Organization:</b>			
<b>Contact Name:</b>		<b>Title:</b>	
<b>Contact Mailing Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>County:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>	

In consideration of being considered for the award of an NRA Foundation State Committee Fund grant, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the undersigned Applicant/Grantee hereby agrees to the following Terms and Conditions. In the event that the NRA Foundation (hereinafter "Foundation") awards such a grant, these Terms and Conditions shall remain in full force and effect until such time as all requirements of the grant have been fully and completely satisfied.

The Applicant/Grantee understands and agrees that the following Terms and Conditions are attached to and govern the distribution of any grant awarded by the Foundation to the Applicant/Grantee.

**Terms and Conditions**

1. Any grant awarded by the Foundation shall be used solely for the purposes set forth in the application. The Applicant/Grantee hereby certifies that the information contained in the application is true and correct and further certifies that any grant awarded by the Foundation shall be used solely for a 501(c)(3) purpose. It is expressly understood that the Foundation shall make the grant, if the grant is made, based upon the information provided by the Applicant/Grantee.
2. The Applicant/Grantee hereby certifies that it fully understands and shall abide by the Foundation's Guidelines for Application Submission, which are attached hereto and incorporated herein by reference.
3. The Applicant/Grantee organization hereby certifies that it is in good standing and not defunct or in default with any local, state, or federal agency and shall notify the Foundation if it ceases to remain so.
4. Funds not used or committed for the specified purpose of the grant, or not used or committed within any time limit specified in the application, shall be returned to the Foundation. In addition, if the Applicant/Grantee dissolves, disbands, or otherwise ceases to exist or ceases to use any property or equipment obtained as a result of the grant for the purpose for which it was awarded, then the Applicant/Grantee shall contact the Foundation to arrange disposal or transfer of any usable property or equipment obtained with funds awarded under the grant.
5. Applicant/Grantee shall furnish written reports as required by the Foundation with respect to projects and activities financed in whole or in part by the grant, including a summary of funds expended. Such reports shall include, but shall not be limited to, an After Action Report in a form acceptable to the Foundation, a copy of which is attached hereto and incorporated herein by reference.
6. Grant funds shall not be used to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, to carry on any voter registration drive, or used to contribute to any political campaign of any candidate for public office.
7. Grant funds shall not be used for payment of administrative fees, office overhead, or other similar costs or expenses.
8. It is expressly understood and agreed that the Applicant/Grantee takes full responsibility for carrying out the project contemplated in the grant application. It is further understood and agreed that the Applicant/Grantee shall hold the Foundation harmless from and against any and all liability relating to the effectuation of the grant or in any way arising out of or associated with or related to the grant or grant application or any act or omission of the Applicant/Grantee and, further, that the Applicant/Grantee shall indemnify the Foundation from any claims made or actions taken that are in any way arising out of or associated with or related to the grant or grant application or any act or omission of the Applicant/Grantee.

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9. If a grant is awarded, the Applicant/Grantee agrees to place a sign in an appropriate location in recognition of the Foundation's grant award. Publicity associated with any grant awarded by the Foundation in the form of photographs, video, published or printed information, or any other materials, including any information or materials provided by the Applicant/Grantee, may be used by the Foundation in press releases, publications, for the promotion of *Friends of NRA* or other Foundation programs, or in any other manner as determined by the Foundation. The Applicant/Grantee releases and holds harmless the Foundation from and against any liability resulting from any information or materials provided by the Applicant/Grantee and agrees to indemnify the Foundation from any claims made or actions taken in any way associated with any information or materials provided by the Applicant/Grantee.

10. Any violation of the Terms and Conditions set forth herein shall permit the Foundation to terminate any and all further distributions to the Applicant/Grantee, whether or not such distributions have been properly promised or pledged. Such remedy shall not be the sole remedy available to the Foundation and the Foundation shall retain the right to take any other actions allowable by law.

11. This Agreement and any disputes arising thereunder shall be governed by and construed under the laws of the Commonwealth of Virginia, or, if applicable, federal law. Any action arising under or related to this Agreement, or breach hereof, shall be brought only in a federal or state court sitting within the County of Prince William, the County of Fairfax, or the City of Alexandria, in the Commonwealth of Virginia. The parties hereby consent to and subject themselves to the personal jurisdiction of such courts and agree that jurisdiction and venue for any proceeding arising hereunder shall lie exclusively with such courts.

**Acknowledgment of the Applicant/Grantee to the Terms and Conditions set forth herein must be made by a duly authorized officer of the Applicant/Grantee organization as provided below. Please execute the original and return with your application.**

**Name:**

**Title:**

**Authorized Officer's Signature:**

**Date:**

In compliance with IRS regulations, please enclose the following documents with your signed grant application:

- Employer Identification Number (EIN)
- Copy of IRS 501(c) determination letter if grantee is a charitable organization.
- Completed/signed W-9 form as required by IRS Code. (The W-9 form must be on file before grant funds are released.)

Rev: 06/08

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## Budget Worksheet

Applicant Organization:			
Contact Name:		Title:	
Contact Mailing Address:			
City:	State:	Zip:	County:
Phone:	Fax:	E-mail:	

Description of Item	Cost of Item	Number of Items	Total Cost
1:			
2:			
3:			
4:			
5:			
6:			
7:			
8:			
9:			
10:			
11:			
12:			
13:			
14:			
15:			
<b>TOTAL:</b>			

## Review Checklist

Items to Include/Answer

- Completed and Signed Application Form**
- Leased land** (copy of current lease)
- Own land** (provide documentation)
- EIN/TAX ID Number**
- 501(c)(3) Organization**  
If YES, provide IRS Determination Letter
- Exempt status** (attach a copy of certificate from state)
- Completed Budget Worksheet**
- Letters in support of proposed project demonstrating clear public benefit** (minimum of 3 from charitable groups)
  - a.
  - b.
  - c.
- Signed Consideration Agreement**
- Completed and Signed W-9 Form**
- Organization's Bylaws or Rules of Conduct**
- Organization's Financial Statement**
- List of Organization's Officers/Board of Directors**
- Signature on all forms**
- KEEP A COMPLETE COPY FOR YOUR FILES!**

**Forward your completed application package to your respective NRA Field Representative or designee!**