

NORCROSS WILDLIFE FOUNDATION, INC.  
CURRENT GRANT REQUEST GUIDELINES (rev. 09/21/06)

1. **ABOUT NORCROSS GRANTS:**

Applicants must be non-profit organizations (NGOs) as determined by the I.R.S. Norcross makes **ONLY restricted grants:** for land protection, program-related office and field equipment/technology, public-education materials. We support a **very limited** amount of community-service work, confined to the NYC metro area and the towns near the Norcross Wildlife Sanctuary. We **DO NOT support** salaried positions, animal welfare or wildlife rehabilitation; **nor do we** renew earlier grants, make grants to individuals, match other funders' support, or make multi-year grants. And whereas we **generally do not support** research, conferences, general-operating/membership or fund-raising expenses, we will occasionally fund the tools necessary to accomplish this kind of work. Norcross will consider requests for **NO MORE THAN \$10,000;** but please note that our grants **average less than \$5,000.**

2. **SUBMISSION.** (NOTE: No deadlines, we review requests quarterly)

(A) First Step: Request our application form by mail (see address below) or download the form from our Website, [norcrossws.org](http://norcrossws.org).

(B) Second Step: Complete the short application form and mail it to our Massachusetts office **along with the following items:** (1) ONE original copy of a signed two-page letter, on your letterhead, describing your organization's mission, project goals, and request for a specific \$\$ amount; (2) A ONE-PAGE request/project budget breakdown (not **OVER-ALL** or **ORGANIZATION** budget), in round numbers; and (3) ONE clear copy of your latest IRS Letter of Determination. Mail the request package -- via U.S.P.S. First Class only to:

GRANTS ADMINISTRATOR  
NORCROSS WILDLIFE FDTN  
PO BOX 269  
WALES MA 01081

(Please **DO NOT** send your request to our New York office, use binders of any kind or include **any other materials**; please don't send via Express or Priority Mail, Certified, Fed Ex, etc.

(C) Third Step: Within thirty days or so, you will be notified if your request has been accepted for consideration. If so, your request will be assigned a reference number for use in subsequent correspondence, and you will be asked for additional copies of both the **short application form** and the **two-page proposal** for Board circulation. We will indicate the **approximate** date of Board review. You may also be asked to supply additional information about your organization or the proposal -- e.g., list of Directors, other potential sources of support, latest complete tax return, etc. Until you hear from us, please do not call to "see if Norcross received" your request or ask for a meeting to discuss it -- the request will stand or fall on its own merits.

If you have any questions about our guidelines or grant-application process, please write to the address above, call our NY office at (212) 362-4831 or (718) 791-2094; email: [johnmcmurray@ez2.net](mailto:johnmcmurray@ez2.net)

**Please follow these guidelines carefully.** We hope this information is helpful. Good luck.