



## **Guidelines and Application**

### **2024 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) provides funds 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).
- This document outlines the information needed to apply for funding. Please read this very carefully and follow all instructions closely.
- 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 your organization does in our community! We look forward to reviewing your application.

#### **OUR GRANTS SUPPORT**

- GCM supports charitable organizations that enhance the quality of life for residents living in Sussex County. This includes non-profit organizations that provide programs or services in the areas of nutrition, health and safety advocacy and the arts and education.

## **ORGANIZATIONS OUTSIDE THE SCOPE OF OUR GRANTS**

- Non-profit organizations providing services such as animal shelters and maintenance of historic sites in Sussex County are important to our community; however, such organizations are not within the overall mission of the GCM grant program and cannot be considered for GCM grants.
- The German Christmas Market of New Jersey Foundation Inc will not fund any political campaign on behalf of any issues or candidate.

## **TERMS OF FUNDING:**

- Requests for programs or projects already completed are not eligible for 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 the Charity Committee if questions arise.
- Failure to fully complete the application or failure to submit any listed attachments or documentation may result in disqualification from consideration.
- 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 2024 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 2024 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 15<sup>th</sup>. Applications received later than the deadline will be disqualified from consideration.**
- Funding decisions will be voted on at the GCM Board meeting in early 2025. 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 2025. In recent years, this Giving Back event has been held on a Sunday afternoon in March at the Sussex Country Fairgrounds. If funding is awarded to your organization, we ask that 1-2 representatives from your organization attend this event to be honored for your efforts and to receive the grant checks.

### **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 December 3<sup>rd</sup> through Thursday December 5<sup>th</sup>) to help set up the Market, during the Market itself (Friday through Sunday December 6<sup>th</sup> through 8<sup>th</sup>), and on Monday December 9<sup>th</sup> 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/>

### **SUBMITTAL:**

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

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

- Please do **NOT** submit paper copies of your application. Only ELECTRONIC PDF files will be accepted.
- If you have questions on any of the application requirements, please contact Dan Sarnowski by email (preferred) or by phone



## Grant Application

### 2024 German Christmas Market of New Jersey Foundation Inc Funding To Non-Profits Serving Sussex County New Jersey

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

#### ORGANIZATION INFORMATION

Exact legal name of organization to which funding would be paid:

Organization name: \_\_\_\_\_

“Payee” for the GCM Grant check (if difference from above):

Payee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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: \_\_\_\_\_ Total number of volunteers: \_\_\_\_\_

Percentage of total budget allocated for paid staff: \_\_\_\_\_  
Population served (25 words or less): \_\_\_\_\_

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Brief description of Organization (75 words or less):

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Organizational Mission Statement (50 words or less):

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**PROPOSED PROGRAM REQUEST**

Program name: \_\_\_\_\_

Program budget: \$\_\_\_\_\_ Requested GCM Grant: \$\_\_\_\_\_

Program geographic area: \_\_\_\_\_

Brief description of Program (75 words or less):

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How will GCM Grant funds be used on this project? (50 words or less):

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**OTHER SUPPORTING DOCUMENTATION:**

**All first-time applicants for a GCM Grant need to provide the following information along with this application:**

- List of Board of Directors, with their affiliations
- IRS Letter of Determination
- New Jersey Certificate of Incorporation

**If your organization received a GCM Grant in 2023, you do NOT need to submit this information with your 2024 application. However, GCM may request some or all of this information during evaluation of your Grant application.**

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I hereby verify that the information provided is accurate to the best of my knowledge.

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Authorizing Signature (President of the Board or Executive Director)

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