

# Western Reserve Division



National Model Railroad Association  
Mid-Central Region  
Division 5



## Grant Request

<b>Organization Requesting Grant:</b>	
<b>Organization E-mail Address:</b>	
<b>Organization Website:</b>	
<b>Organization Contact (name):</b>	
<b>Contact Phone #:</b>	
<b>Contact E-mail Address:</b>	
<b>Date of request submission:</b>	
<b>Name of project:</b>	
<b>Amount being requested (\$500 max):</b>	
<b>Detailed description of the project including estimated costs and how the project will help promote model railroading to the public:</b>	<b>Attach a detailed write-up</b>

### Grant Requirements:

- Division 5 requests that the organization being awarded the grant provide a detailed report on how the grant was used, where the result was displayed to the public, and the project's effectiveness.
- If a previous grant has been awarded to an organization, the detailed report on the use of the previous grant must be submitted to the Division 5 BOD before a new grant will be awarded.
- The proposed project must be something displayed to the public or an integral part of a public display used to promote model railroading (examples: model railroad display layout, modules for a modular layout, control system for a display layout, skirting for display). The display must be shown at least once in the Division 5 geographic area.
- The requesting organization must promote the NMRA and Division 5 by having promotional literature or signs on display during public showings.
- Grants are generally limited to \$500 max per year.
- A grant request may be submitted anytime during the year. If a grant is to be considered for the current calendar year, the request must be submitted no later than October 1 of the current year.
- It is highly recommended that the grant requests be submitted earlier than October 1 since, if the Division 5 BOD has any issues or questions regarding the request, they can be resolved by the November BOD meeting. If there are open issues with a grant request as of the November BOD meeting, then the next time the request will be considered won't be until the following February BOD meeting.
- Funding requests must be submitted in-person at a Division 5 BOD meeting by a representative of the group requesting the funds in order to answer any questions that may arise. Check the Division 5 website for scheduled BOD meeting dates or send e-mail to [super@mcr5.org](mailto:super@mcr5.org) to check when next BOD meeting will occur.

### Submission Guidelines and Notes:

- Just because an organization requests financial support does not mean they will receive it. Each request is considered individually.
- The Division has a fixed amount of money allocated per year for grants. In general, grants are issued as requests are received and approved. Once the allocated money has been used, no more grants will be considered for the year.