

Grant Application Information

Astrion In Action is a non-profit entity organized and supported by the employees of Astrion LLC. The mission of Astrion In Action is to assist non-profit organizations with their endeavors in the communities in which Astrion has a presence. Astrion in Action is funded by employees of Astrion and administered by the employees of Astrion through a volunteer Board of Directors.

Non-profit organizations that are interested in receiving a grant from Astrion in Action must meet the eligibility guidelines below. If the guidelines are met, non-profit organizations will be considered for a grant based upon information included on the enclosed Grant Application form and submitted to the Astrion in Action Board of Directors.

Eligibility Requirements:

1. Services provided by the applicant must be available to all members of the community, regardless of sex, race, religion, political affiliation, background, or ability to pay.
2. Applicant must be currently recognized under section 501(c)(3) of the Internal Revenue Code, and contributions shall be deductible by donors under section 170 of that code.
3. Applicant must be actively involved in projects/services that directly benefit a community in which Astrion has a local presence.
4. Services rendered by a religious organization must be open to all people, regardless of their religious beliefs.

Ineligible Entities:

- Individuals
- Government Agencies
- Social Organizations
- Political Organizations
- Private Foundations
- Public or Private Educational Institutions
- For-profit Organizations

Grant Application Instructions

Complete grant applications must be:

1. Submitted on the official Astrion in Action Grant Application Form
2. Submitted by identified deadline for consideration in the current cycle
3. Signed by an authorized official of your organization, as well as the Board President, Chairperson, Executive Director or equivalent
4. Submitted electronically to alwayson@astrion.us

Organizations that meet the application criteria and eligibility guidelines should be prepared to schedule a site visit with a Astrion in Action representative. The representative may have additional questions and will request a tour of the facility.

Organizations receiving grants may be asked to send a representative to a Astrion meeting to receive the award. Also, recipients must agree to allow Astrion in Action to advertise the award via social media and other advertisement platforms. A high-resolution logo will be required.

Applications will be considered only for the current grant cycle and will not be revisited for future cycle; however, Astrion in Action reserves the right to consider applications for a rolling 12-month period. Organizations may reapply, with updated information, during each grant cycle.

Astrion in Action Grant Application Form

General Information	
Organization Name:	Date:
Address:	
National Affiliation:	Telephone Number:
Email Address:	Website:

Leadership Information	
President/Chairperson Name: Telephone Number: Email:	Executive Director Name: Telephone Number: Email:

References (People outside your organization who are familiar with your services.)	
Reference One: Name: Telephone Number: Email:	Reference Two: Name: Telephone Number: Email:

(Financial Information (Information will remain confidential and will be viewed only by the Astrion in Action Board of Directors. Please attach the following:	
<input type="checkbox"/> Balance Sheet for last full fiscal year <input type="checkbox"/> Income Statement or Profit and Loss Statement for last full fiscal year	<input type="checkbox"/> Budget for current fiscal year <input type="checkbox"/> IRS Form 990

Additional Information - Please use attachments as necessary

Does your organization have a current 501(c)(3) status and are contributions deductible by donors under section 170 of that code? Please attach a copy of your current IRS determination letter.

Yes ☐ No (please explain below) ☐

Comments:

Is your organization managed, affiliated with, or operated or controlled by any of the following: religious, civic, political, tax supported, government, fraternal, or educational institution/organization?

Yes (please explain below) ☐ No ☐

Comments:

Does your organization charge for services provided?

Yes (please explain below) ☐ No ☐

Comments:

Please describe your organization's purpose and activities.

Comments:

Please describe for what purpose/activity/service you are seeking a grant from Astrion in Action, how much you would like to be awarded, and how you intend to use the monies. What community/client group would benefit from the award of this specific grant? What is the amount your organization is requesting?

Comments:

If issued a grant from Astrion in Action, what is your proposed timeframe for use of the monies? By what, if any, specific date you would like to receive the grant?

Comments:

If issued a grant from Astrion in Action, are you willing to provide, within 90 days of utilizing the funds, a report describing the use, expenditure receipts, and other information used to illustrate usage of the monies?

Comments:

Section 6: Signatures

I certify that all information on this application is true and correct, and I agree to comply with all requirements of this application. If we are selected as a grant award recipient, we will provide a high-resolution logo and provide our permission to Astrion in Action to announce the award through their social media and other advertising platforms.

Executive Director Name	Signature _____	Date (mm/dd/yy)
Board President/Chairperson Name	Signature _____	Date (mm/dd/yy)