



# North American Railway Foundation®

...founded by the BR&CF



The North American Railway Foundation (NARF) is a nonprofit, private operating foundation which was founded by the Brotherhood's Relief and Compensation Fund (BR&CF). Its purpose is to explore, nurture and support railway safety, efficiency and technology and to educate about and preserve the history of railroads. To achieve these goals, the foundation provides direct funding and support for nonprofit projects that exemplify its purpose.

## **Application for Direct Project Funding (Note: NARF Does Not Offer Grants) – Fiscal Year 2017-2018 (October 1, 2017 – September 30, 2018)**

### **General Information – All Questions Must Be Answered Or Addressed:**

Applicant Organization Name: \_\_\_\_\_

Applicant Organization Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Organization Telephone: ( ) - \_\_\_\_\_

### **Main Contact Person/Agent for the Applicant Organization:**

Name: \_\_\_\_\_

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

Telephone: ( ) - \_\_\_\_\_

E-mail: \_\_\_\_\_

Position or Relationship with the Applicant Organization: \_\_\_\_\_

How did you hear about NARF: \_\_\_\_\_

### **Tax Information Regarding Your Organization - All Questions Must Be Answered Or Addressed:**

Applicant Organization's Form (choose one)?  Corporation  Individual  Other: \_\_\_\_\_

Applicant Organization's Nationality (choose one)?  United States  Canada

Applicant Organization's U.S. EIN# or Canadian I.D.#: \_\_\_\_\_

Is the Applicant Organization U.S./Canadian Tax exempt (choose one)?  Yes  No

If exempt, under what U.S. Federal (IRS)/Canadian code section? \_\_\_\_\_

What state(s)/province(s) is the Applicant Organization incorporated/located in? \_\_\_\_\_

Has the Applicant Organization been audited by the U.S. Federal Government (IRS) or its Canadian counterpart within the last 5 years (choose one)?  Yes  No (If yes, please attach results/findings.)

**Please provide us with the following documentation related to the Applicant Organization (MANDATORY):**

- 1.) Most recent U.S. Federal tax return or Canadian Equivalent***
- 2.) Most recent audited or reviewed financial statements***
- 3.) Copy of the U.S. Federal IRS Exempt Status Determination Letter or Canadian Equivalent***

**About Your Organization and Your Project - All Points (A-G) Must Be Addressed:**

In the order listed below, please share with us some information about your organization and the project(s) that you would like us to consider. Your response has no minimum or maximum but we do ask that you think about each topic carefully and craft your responses in a clear and concise manner. Please note that there are no “right” or “wrong” answers in your responses ... we are simply trying to gather as much information as possible in order for us to make the best funding decisions we can.

- A) **Summary** – Please write an executive summary, including total costs, for each of your proposed projects (1 clear, concise and summarized page per project please), make sure each project page is “tabbed” for easy access and identification
- B) **Vision** – Please describe the overall goal/purpose of your organization, what communities do you serve, what is your vision for the organization’s future
- C) **Background** – Please provide a brief history of your organization and tell us about recently completed or in-progress projects and your current successes and challenges
- D) **Resources** – Please provide us with detail about your membership base and your volunteer base ... what have your visitor numbers been over the last three years, have you had any significant outside funding in the recent past ... talk about the organizations that are associated with yours (organizations that you support or that support you)
- E) **Project Details** – Please describe each project you are applying for separately and in more detail: what would it accomplish, who would it affect, provide a more detailed cost breakdown, will it be supported with funding from other foundations etc., will volunteers work on the project, will there be a major outside contractor performing much of the work on the project, etc.
- F) **Timeframe** - What is the timeframe for completion of the project – our fiscal year runs from October 1 through September 30 ... if your project would exceed the September 30th end date you may want to consider a multi-year request
- G) **Other Items** - Are there pictures or other materials, letters of support etc. related to the project that would help us better understand your organization and your request

Please attach your responses and the mandatory items noted above (in bold italics) to this application and submit the entire package (unbound and **without staples**) before the deadline so that it will be deemed complete and ready for review. One copy of your entire submission will be sufficient for our review.

We expect that all projects (which require an outside contractor or vendor) will be completed using Union Labor wherever possible. We realize that not all work can be performed with Union Labor; in those rare cases, we will request that three (3) estimates be obtained for that specific

work to be performed and we (together) will select the appropriate contractor/vendor at that point. If the Applicant Organization believes that using Union Labor will be too costly or that their work is not up to quality standards or if there are no companies that utilize Union Labor, then the Applicant Organization's Agent should discuss this factor with NARF as soon as possible.

**FISCAL 2017-2018 DEADLINE FOR NARF APPLICATION  
SUBMISSION:**

**ALL APPLICATIONS MUST BE PHYSICALLY RECEIVED BY 6/9/2017  
IN ORDER FOR THEM TO BE CONSIDERED FOR FUNDING IN THE  
2017-2018 FISCAL YEAR BUDGET. THERE WILL BE NO  
EXCEPTIONS! APPLICATIONS RECEIVED AFTER THIS DEADLINE  
WILL BE CONSIDERED FOR THE SUBSEQUENT FISCAL YEAR.**

**YOUR APPLICATION MAY NOT BE CONSIDERED IF YOU HAVE NOT  
ADDRESSED ALL OF THE QUESTIONS ABOVE OR IF ALL THE  
APPLICABLE DOCUMENTS REQUESTED ARE NOT INCLUDED IN  
YOUR SUBMISSION PACKET.**

**IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICATION,  
PLEASE CALL THE NARF OFFICE AT 717-695-0284.**

**Signature**

Project funding, if approved, is made with the understanding that NARF (Foundation) has no obligation to provide other or additional support to the recipient organization. This funding shall not give rise to an employer-employee relationship, joint venture, partnership or any similar relationship between the recipient organization and the Foundation.

The recipient organization hereby agrees to maintain, in full force and effect, all required governmental or professional licenses and credentials for itself, its facilities, and for its employees and all other persons engaged in work in conjunction with this award.

If approved, the recipient organization shall protect, defend, indemnify and hold the Foundation, its directors, officers, employees, agents, successors and assigns (collectively the "Indemnified Parties") harmless from and against any and all damages, losses, costs, expenses, obligations, claims, demands or liabilities, including costs of investigation, reasonable attorneys' fees and court costs (collectively the "Damages") suffered or incurred by any of the Indemnified Parties as a result of the work or activities performed by individuals within the recipient organization, or for the work or activities performed by outside contractors, during the project and subsequent to its completion, including, but not limited to, any claim for negligence, breach of contract or any other act or claim arising out of or relating to this project funding.

By signing below, you attest that you have read and understand this entire application, the information above is true and accurate and that you have provided, or will provide ... at our request, all the necessary documentation to support this application.

---

Name of Applicant Organization **and** Contact Person/Agent

---

Contact Person/Agent Signature

---

Title of Signer

---

Date

**Once completed, please submit your application to:**

**North American Railway Foundation  
2216 Linglestown Rd, # 2  
Harrisburg, PA 17110**

**Attn: Mr. Philip J. Sullivan II, Executive Director**

**YOU WILL BE NOTIFIED WHEN YOUR APPLICATION IS RECEIVED AND WHEN A  
DECISION IS MADE.**