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**EXTENSION**

# How to Apply for NRA Foundation Grants

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**DASNR Sponsored Programs**

# How to Apply for NRA Foundation Grants

**OSU Policies and Procedures**

**Forms & Requirements**

**Key Dates**

**Application**

**Walk Through of Application**

**Future Sessions**

# OSU POLICIES & PROCEDURES

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- **OSU employee must be responsible person**
  - CED or County Educator
  - Contact info for this person listed on page 1 of the application
  - Cannot be volunteer
- **Safety plan**
  - On file with Terry Nelson prior to initiation of application
- **University routing**
  - University policy says all proposals must be routed. However, NRA Foundation grants have been granted an exception due to their nature.
    - Sheer number
    - Many are awarded as merchandise only and no \$\$ come to OSU

# FORMS & REQUIREMENTS

# FORMS & REQUIREMENTS

## ~~• NRA Application Fee~~

~~• \$20 check from agency account~~

~~• Mailed to:~~

~~Darren DeLong~~

~~1326 Hamlet Rd~~

~~Oklahoma City, OK 73159~~

## • Required Forms

- OSU Signed and dated W-9
- IRS Determination Letter
- Do not reuse previous year forms
- Do not send forms to others

### UPDATE:

The \$20 application fee is no longer required.

# KEY DATES

# Key Dates

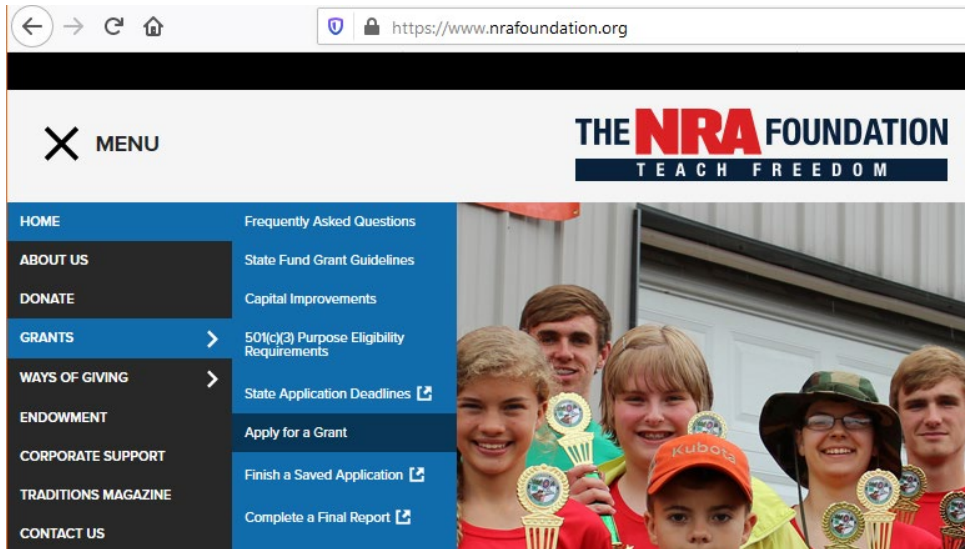
- **December 4, 2019**
  - Set Michelle German as a viewer
  - Be sure Safety Plans have been turned in to Terry Nelson
- **December 13, 2019**
  - Forms sent out
- **December 19, 2019**
  - OSU deadline



APPLICATION

# Application

- <https://www.nrafoundation.org/>
- Click Menu > Grant > Apply for Grant



# Application

- **The applying organization:**



+ Share Page

**The organization applying for this grant is a:**

[Branch of federal, state, or local government \(including public schools\)](#)

**Nonprofit entity**

[For-profit entity, individual, or LLC](#)

# Application

- **The applying organization:**

☰ MENU

**THE NRA FOUNDATION**  
TEACH FREEDOM

e Page

## **The applying organization:**

[Is recognized as a Federal Tax-Exempt 501\(c\)\(3\), and has a corresponding IRS determination letter](#)

[Is recognized as a Federal Tax-Exempt organization \*\*other than\*\* a 501\(c\)\(3\), and has a corresponding IRS determination letter](#)

[Does not hold Federal Tax-Exempt status, but is recognized as a nonprofit by the state](#)

[Receives Federal Tax-Exempt status via an IRS recognized group exemption. This often includes Boy Scout councils, 4-H organizations under a University or Extension, etc.](#)

# Application

- **Log in**
- **Contacts**
- **Organization Tab**
  - Organization: Oklahoma State University, 241 Ag Hall, Stillwater, OK 74078
  - Tax ID: 73-1383996

\* **Tax ID**

**Verify Tax ID**

\* **This organization is a:**

Federal Tax-Exempt Organization other than a 501(c)3



**If OTHER please describe:**



# Application

- **Organization Tab**

- W-9 and IRS Determination Letter
  - Will be sent after you set Michelle as viewer
  - You can complete the remainder of the application before uploading these documents

# Application

- **Group Exemption Tab**
  - Not applicable
  - Do not complete
- **Project Details**



## Project Details

\* Required before final submission

\* **1. Select the STATE FUND you are applying to**

Click [HERE](#) to access the list of state funds.

\* **2. What is the title of your project?**

10 words or less

\* **3. Please give a brief overview of the project/program associated with this grant request**



# Application

- Participants
- Funding Request
  - Instructions for the **Funding Request Development Tool**

11/20/2023

## Funding Request

\* Required before final submission

**EACH GRANT APPLICATION MUST HAVE A UNIQUE FUNDING REQUEST ID FOR THIS GRANT YEAR. If you are requesting the same items, a new funding request must be created for each application. Once the Funding Request ID is generated. Make sure to enter the correct ID for this grant application.**

- Funding Request IDs from previous years cannot be reused. A new budget request form must be submitted for each year.
- ALL APPLICANTS MUST use the NRA Foundation Funding Request Development Tool to submit requests.
- Applicants are not able to save in-process requests. The Grant Funding Request Development Tool must be used in a timely manner.
- All funds requested, whether for equipment or range improvements MUST be included in the budget.

Click **HERE** to access instructions for The Funding Request Development Tool. Please read all instructions for the Funding Request Development Tool to build a budget.



# Application

- **Funding Request**

- Click provided link to open the **Funding Request Development Tool**
- Do your shopping in the tool
  - Enter the code provided in the field provided on the Funding Request tab
- You cannot access your order once you complete the tool
  - If you want a record of your order, print to .pdf, and save to your computer
  - If you need to make changes, you'll need to start a new "order" and get a new code

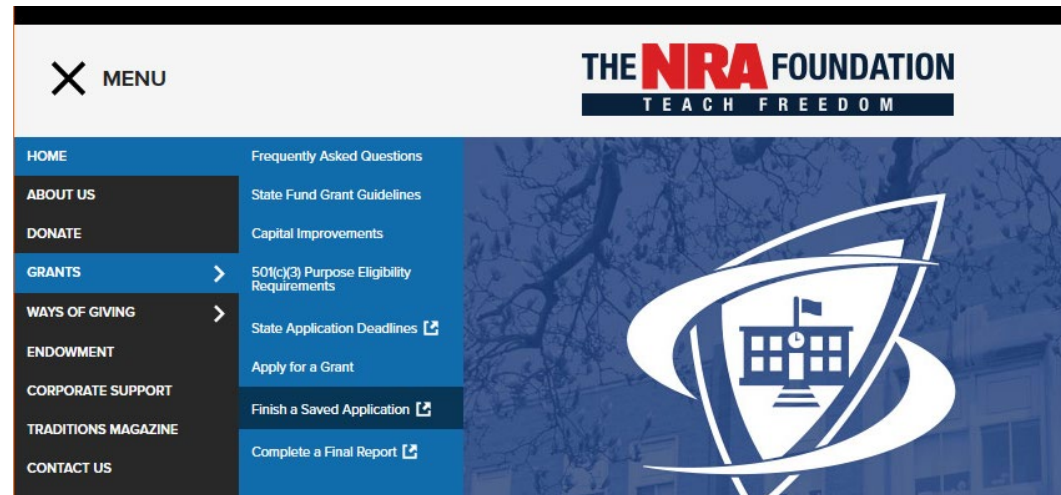
**[CLICK HERE TO ACCESS THE FUNDING REQUEST DEVELOPMENT TOOL](#)**

**\* Enter the Funding Request ID provided in the Request Development Tool here:**

**\* Will your project/event/program continue with partial funding?**

# Application

- **Authorization tab**
  - Cannot be completed until forms are uploaded
  - Click EXIT
- **From home page**
  - Click Menu>Grant>Finish a Saved Application
  - Log in again



# Application

- **BEFORE SELECTING YOUR APPLICATION:**

- Click the "eye"

11/13/2019

Owner



- Enter Michelle's email address
- Click "Add Viewer"
- Click "Update"

**IMPORTANT: Changes are not permanent until you click Update**

**Manage Viewers**

\*E-mail

There are no Viewers

**E-mail to New Viewers**

\*Your Name

Your E-mail michelle.german@okstate.edu

\*Subject

**Memo to New Viewers**

Dear Grantee,  
This message is to notify you that you have been granted Viewer access for Application 227231.  
Please login to view the Application.  
You can login to your account, «Account\_Login\_URL» at any time.

Maximum (5000) characters  
\* Required

# Application

- **Authorization tab**
  - Click Review and Submit
  - Review application
  - Click Submit
    - Michelle is a viewer, but cannot submit

# WALK THROUGH OF APPLICATION

# FUTURE SESSIONS

# Future Sessions

- **NRA Awards**
  - Spring 2020
  
- **Award Closeout**
  - Fall 2020

**DASNR Sponsored programs**  
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**Stillwater, OK 74078**

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**[dasnr.okstate.edu/ag-sponsored-programs](https://dasnr.okstate.edu/ag-sponsored-programs)**



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