

Zebulon Area Non-Profit Grant

FY26 Funding Information Session

Virtual Session | February 7, 2026
Presented by: Nicole Crooms | Town of Zebulon

WELCOME

- The Town of Zebulon is pleased to host this virtual information session for local non-profit organizations interested in applying for the FY 2026 Zebulon Area Nonprofit Grant. This session will provide:
 - An overview of the grant program
 - Eligibility and funding details
 - Application and review timelines
 - An opportunity to ask questions

TODAY'S AGENDA

1. Grant Program Overview
2. Funding Priorities
3. Eligibility & Award Details
4. Application Process & Timeline
5. Review & Selection Process
6. Questions & Closing

ABOUT THE GRANT PROGRAM

- Purpose of the Grant: The Town of Zebulon provides funding to non-profit organizations whose programs:
 - Supplement Town services
 - Address unmet community needs
 - Provide a clear public benefit
- The Board of Commissions are particularly interested in projects that align with the Town's strategic focus areas or help fill service gaps.

TOWN FOCUS AREAS

- Projects that support one or more of the following areas are strongly recommended:
 - Small Town Life
 - Vibrant Downtown
 - Growing Smart
- The Board may also consider projects that:
 - Support established Town initiatives
 - Serves traditionally underserved populations
 - Encourage community engagement and participation

FUNDING OVERVIEW

- FY26 Grant Awards
 - Total Funding Available: \$20,000
 - Planned Awards:
 - Two (2) grants of \$5,000
 - Five (5) grants of \$2,000
- Important Notes:
 - Funding is project-based
 - Grants do **not** fund research, personnel, maintenance, repair, or benefit costs
 - purchasing supplies for a community workshop is eligible. Covering staff salaries or rent would not be

ELIGIBILITY REQUIREMENTS

- Who Can Apply
 - Applicants must:
 - Be a registered **501(c) (3)** organization
 - Hold a **current NC solicitation license**
 - Provide **proof of basic insurance coverage**
 - Submit **one application per organization**
 - Operating History
 - Organizations applying for **\$5,000** must have operated for at least **two years**
 - Start-up organizations are eligible for **\$2,000 grants only**
 - Partnerships with other non-profits are permitted

APPLICATION PROCESS

- How to Apply
 - Applications are submitted online or by mail
 - Mail to 1003 N. Arendell Ave. Zebulon, NC 27597
 - ATTN: Nicole Crooms
 - Required information includes:
 - Organization details
 - Project description and outcomes
 - Project budget
- Applicants may also submit a 3-minute video describing their project.
 - Optional. Not required.

APPLICATION PROCESS

- Application Sections: Character Allotment
 - Project Statement – 1 to 1,000 characters
 - Project Activities – 1 to 5,000 characters
 - Organization History & Key Projects – No limit
 - Public Engagement – 1 to 5,000 characters
 - Stakeholders and Partners – 1 to 5,000 characters
 - Project Timeline – 1 to 5,000 characters
 - Measured Impact Success – 1 to 5,000 characters
 - Use of Funds – 1 to 5,000 characters

IMPORTANT DATES & TIMELINE

- FY26 Grant Timeline
 - February 2, 2026 - Applications due by 5:00PM
 - February 3-4 - Eligibility Screening
 - February 9-17 - Grant Review Committee Individual Review
 - February 18 - Committee Deliberation Meeting
 - February 19-27 - Board of Commissioner's Review
 - March 2 - Board discussion and vote
 - March 3-6 - Award notifications and announcements (email and mail)
 - March or April (TBD) - Grant Presentation Ceremony
 - March 6-April 3, 2026 - Contracts executed & funds disbursed
 - April 1, 2026-March 31, 2027 - Project Period

REVIEW & SELECTION PROCESS

- How Applications Are Reviewed
 - Applications are reviewed by the Grant Review Committee
 - Each application is scored independently
 - Committee discussion follows scoring
 - Recommendations are forwarded to the Board of Commissioners
 - Final award decisions are made by Board vote

WINNERS

- What's needed from you:
 - Signed contract agreement
 - W-9
 - Letter to the Town requesting disbursement of funds
 - A sample letter is provided
 - Certificate of Insurance (COI) listing the Town of Zebulon as the holder
 - Confirms your organization has active general liability insurance
 - Provides proof that the Town of Zebulon is listed as an Additional Insured, which means the Town is protected if any liability issues arise from the funded work
 - Ensures coverage is valid during the period in which grant-funded activities occur

REPORTING REQUIREMENTS

- Grant recipients will receive a reporting package from the Town outlining reporting expectations.
 - Recipients must submit:
 - Progress reports
 - Expense documentation
 - Project outcomes and impact summaries
 - Reporting frequency:
 - **\$2,000 grants:** Twice per year
 - **\$5,000 grants:** Quarterly

CLOSING

Thank you for attending!

Please email Nicole Crooms
ncrooms@townofzebulon.org
with any questions.

