

2008-2009

# NON-PROFIT

**Economic Development**

**Community Development**

**Education**

Touching Our  
Community 



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## FREQUENTLY ASKED QUESTIONS

CASPER  
**Star Tribune**  
COMMUNICATIONS  
Wyoming's News Source

 CASPER  
**Journal**  
Casper's Community Newspaper

## FAQ

## ANSWER

**Who can apply?**

Casper Star-Tribune Communications accepts in-kind and cash applications from organizations who promote:

### **Economic Development**

Casper Star-Tribune Communications will consider requests for programs that promote economic development throughout Wyoming.

### **Community Development**

Casper Star-Tribune Communications will consider requests for programs that promote the arts, health, and human services, community safety and other programs that generally serve to improve the quality of life throughout Wyoming.

### **Education**

Casper Star-Tribune Communications will consider requests for programs that promote growth in public and private education. We will also consider requests for programs that benefit youth and provide positive alternatives for youth and families.

We do not approve donations to political, strictly fraternal or strictly religious organizations, individual's travel expenses, athletics/band/drama organizations trips, proposals to purchase raffle tickets or requests from national organizations.

**Do I need to fill out two different applications for the Casper Star-Tribune and the Casper Journal?**

No, only one application is required. We review all applications jointly.

**I've recieved a donation in the past do I need to fill out another request?**

Yes. Organizations must submit requests each time they wish to be considered.

**When are applications due?**

Applications are due August 31, 2008. In-kind donations will run from October 1, 2008 to September 30, 2009. Decisions for 2008-2009 application process will be made by September 30, 2008.

**Do we provide ad design?**

Yes, if needed. Due to publication and ad deadlines you will only be allowed one proof. If you do not wish to use our creative services you must send a camera-ready ad in PDF or JPG format. We will provide our column inch sizes and deadlines when we make our grant decisions.

**How do I get the newsroom to cover our event?**

Contact Sally Ann Shurmur at 307.266.0520 or [Sally.Shurmur@trib.com](mailto:Sally.Shurmur@trib.com) and send her your news release.

**Where do I send my application to? Who do I contact if I have any other questions?**

Casper Star-Tribune  
Attn: Public Relations  
PO Box 80 • Casper, WY 82602  
fax: (307) 266-0568

Tina Elhart  
Public Relations Manager  
phone: 307-266-0504  
[tina.elhart@trib.com](mailto:tina.elhart@trib.com)  
Tuesday - Thursday 8 a.m. to 5 p.m.  
Friday 8 a.m. to 1 p.m.

# Casper Star-Tribune Non-Profit Grant Application Program/Project Assistance

Complete this form and return it and all supporting documentation to:

PR Manager  
PO Box 80  
Casper, WY 82602

Name of Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Name of Program/Project: \_\_\_\_\_

Describe the program/project and date for which you are requesting funds. Please attach available brochures, program descriptions, proposals, etc. Specify how the funds will be used.

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What is the total project/program budget? \_\_\_\_\_

What is the amount you have secured from other sourced? \_\_\_\_\_

What is the **cash** amount you are requesting form the Casper Star-Tribune? \_\_\_\_\_

What is the in-kind advertising amount you are requesting from the Casper Star-Tribune? \_\_\_\_\_

What is the date, time and location of the event/program (if applicable)? \_\_\_\_\_

Projected attendance: \_\_\_\_\_

How will your project/program or event benefit the community?

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List the ways in which the Casper Star-Tribune will be recognized as a sponsor of your event/  
program. Please include quantity of printed pieces, extent of media placements, etc.

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List other sourced from which substantial funds are being sought or have been received:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Describe past support received from the Casper Star-Tribune, Casper Journal, or the Lee Foundation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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