Grant Application Questions and Requested Materials

The information below is provided only as a reference to help grant applicants prepare for the application process. The final application may differ. After reviewing the information below, please contact our program officer to discuss your project. If it is a good fit for BACF’s funding objectives, you will be provided access to the online application portal.

All applications must be completed through our online application portal.

PAPER GRANT APPLICATIONS WILL NOT BE ACCEPTED.

Basic Information Needed

• Organization’s EIN and legal name
• Organization’s mailing address
• Leader of organization’s name and title
• Grant contact information
• Purpose of grant
• Project start and end date
• Total cost of project and requested amount of funding

Attachments Needed

• Detailed project/program budget with all revenue sources and expenses
• Most current completed IRS 990 form or postcard
• Roster of your current Board of Directors and their affiliations with other organizations
• Current annual operating budget
• Audited financial statement from last year

Application Questions

• Provide a brief summary of organization’s history, mission statement, goals, and current projects/programs.
• Detail the need for and importance of this project. Make a compelling case as to why our community would benefit from this project.
• Summarize the program or project. Indicate whether this is a new or ongoing initiative for your organization.
• Outline the project goals, action plan, and timetable for implementation.
• Describe the organization’s strategy to ensure longterm sustainability of this project from a financial and programmable perspective.
• Who are your collaborative partners in this project and their roles?
• Are there similarities to existing projects and agencies? If so, provide an explanation of how your agency or proposal differs and what effort will be made to work cooperatively.
• How do you plan to evaluate the effectiveness of this project/program?
• List and describe any in-kind items.
• Prioritize the items in the grant budget in case you do not receive full funding. If the project cannot be completed without full funding, please state that fact.