



Bay Area

community foundation

GRANT APPLICATION FORM INSTRUCTIONS

- You must first contact Bay Area Community Foundation's program officers to secure specific grant making guidelines, deadline and Grant ID Number.
- A grant application draft must be submitted at least two weeks prior to the grant deadline for review and recommendation of the content of your grant by the program officer. This does not guarantee approval of your proposal.
- Submit a cover letter with application which includes an introduction to your organization and a strategic link between the proposal and the Bay Area Community Foundation's mission and grant making interests.
- Complete all fields in grant cover sheet and answer all application questions in the order listed. Use the headings, subheadings and numbers provided. Type and single-space grant proposal.
- You must submit the number of copies each granting fund has requested. Copies need to include: Cover letter, grant application cover sheet and the grant application (parts A, B, and D if applicable). Do not separate individual copies in folders or other presentation materials. You may submit application copies with binder clips, rubber bands and/or paper clips.
- Submit ONE (1) copy of attachments requested in part C (IRS audit, financials, board list etc.).
- Do not include any materials other than those specifically requested at this time, which includes but not limited to, brochures, marketing material, videotapes etc.
- Organizations are not allowed to lobby BACF Trustees or committee members for support of grant proposals.
- The Foundation may require changes in a proposed project before it can be approved.
- Grant proposals must be submitted to the Foundation no later than 5:00 p.m. on the application deadline dates as listed on the website. If the deadline falls on a weekend or holiday, the next working day is the deadline date.

**Bay Area Community Foundation
Kristen Bovid, Program Officer
Pere Marquette Depot
1000 Adams, Suite 200
Bay City, MI 48708
989.893.4438 Fax: 989.893.4448**

Email: kristenb@bayfoundation.org Website: www.bayfoundation.org



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A. Narrative

1. Organization Information

- Give a brief summary of organization's history, mission, goals and current programs with activities and accomplishments.

2. Program or Project Summary

- Provide a Statement of Need: The need for and importance of the project. What factors contribute to the need?
- Include a brief one or two paragraph summary of the program or project and why your organization is best qualified to ensure its success.
- How much money are you requesting for this project? Describe the specific purpose of the funds requested.

B. Grant Information

1. Purpose of Grant

- Describe project goals, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization? NOTE: If you are seeking program sustainability funding for an existing program, you must answer the additional questions on the next page (part D).
- What is the timetable for implementation?
- Who are the partners in the project and their roles?
- Are there similar existing projects or agencies? If so, provide an explanation of how your agency or proposal differs and what effort will be made to work cooperatively.
- Are there specified staff training needs for this project?

2. Evaluation

- Describe measurable objectives, the evaluation plan, including how success will be defined?
- How will the evaluation results be used and/or disseminated and, if appropriate, how will the project be replicated?
- What is the active involvement of constituents in evaluating the program?

3. Budget Narrative/Justification

- Provide a detailed budget for this program or project and include:
 - a. All expenses associated with the project.
 - b. All revenue sources, including the current status of any proposals submitted to other funders.
 - c. Describe "in-kind" items.
- Have you requested funding from other sources? List the amounts requested from other foundations, corporations and other funding sources to which this proposal has been submitted.
- Will the funds you are requesting from the BACF be used as a match or to leverage other sources of revenue?
- List the priority of items in the proposed grant budget, in the event that we are unable to meet your full request.
- Explain if there is a future need for funding for this program or project, and if so, how it will be funded.

C. Attachments (One copy of each)

1. Documentation of IRS 501(c)(3) status

2. List of Board of Directors

3. Finances

- IRS 990 form
- Most recent annual financial statement (independently audited, if available; if not available, please discuss with BACF program officer)
- Annual operating budget for your organization for the current year, the preceding year, and projected next year.
- If your organization is operating at a deficit, please explain the deficit and what you are doing to eliminate expected year-end deficits.
- If your organization is operating at a surplus, please explain how the surplus is being allocated.



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D. Program Sustainability (**Only** for program sustainability grant applicants)

Program sustainability grants provide program operating support to a limited number of qualifying charitable organizations which, due to the current economic decline, are in need of temporary funding to help maintain programs necessary to their core mission, but are able to demonstrate prior financial health and high potential for future stability. If you are applying for a program sustainability grant, you must answer the following additional questions:

- Document your urgent need or impending financial need caused by the economic downturn. Provide a specific and accurate assessment of your need, when it occurred and the financial implications.
- How has the economy been a factor in your financial situation – increased demand for service, decrease in revenue, or other factors?
- How have you cut organizational expenses or taken other actions to manage expenditures? When did you take these actions?
- What attempts have you made to increase revenue and what do you plan to do in the coming year?