

Steps to Completing & Submitting the Application

Step 1

It is important that the applicant **read thoroughly all of the information contained in the packet.**

You must use the Grant Application Coversheet and format outlined in the application. Applications will NOT be accepted if not in the proper format.

Step 2

Before submitting an application, applicants are strongly encouraged to meet with our staff. The purpose of this meeting is to help staff understand the applicant's proposal and determine *whether it qualifies* for a BCCF grant. The consultation also is meant to *assist the grantee* in understanding the Community Foundation's grantmaking process and application requirements.

Applicants should bring a copy of the organization's current **IRS determination letter** (indicating 501(c)(3) tax-exempt status) and the organization's **license to solicit** to the pre-application meeting.

Remember: Staff will review a draft of your application, and offer comments, if you submit the draft at least two (2) weeks before the due date.

Step 3

Complete the Application Cover Sheet (Section 1). The Application Cover Sheet must be signed.

Step 4

Use the Project Worksheet (Section 6) to plan the writing of the application, gather data, request support letters, confirm budget details, etc.

Step 5

Complete the sections 3 through 5 and sections 9 through 11.

Step 6

Complete the Budget Sheet (Section 7) and the Budget Narrative/Justification (Section 8). Check the budget for errors!

Step 7

Complete the Pre-Submission Checklist (Section 2). Review the application for completeness and proofread for errors. Have someone who has not worked on the grant application help proofread it. The Pre-Submission Checklist must be signed.

Step 8

Submit the application packet on time. The application packet (including the Cover Sheet, Pre-Submission Checklist and required attachments) should be submitted by e-mail by 5:00 p.m. to **brcofoundation@yahoo.com**. If the due date falls on a weekend or holiday, applications are due the last working day **BEFORE** the due date.

This email will not be checked and your application won't be reviewed if it is submitted after the due date. If you have questions about your grant or need assistance, please call Susan at 517.278.4517 or email us at grants@brcofoundation.org.

The application and attachments must be submitted in Word, Excel, or PDF formats. If you have documents you wish to submit in another format please contact the Community Foundation with the file format advice. Zipped or compressed files will not be accepted.

Remember: You need prior approval from our staff to include any attachments other than the required attachments listed.

The Community Foundation reserves the right to request additional information from the applicant.

Upon submission, your application becomes the property of the Community Foundation and will be used as deemed appropriate by the Community Foundation. Acceptance of an application should not be considered a guarantee of funding.

Keep a copy of the completed application for your records!

Step 9 - Post-Submission

Within two weeks after you submit your application, we will send you an **e-mail** confirmation and let you know your application was received and whether we need more information or if your application has gone to the next level of the review process. PLEASE CONTACT OUR OFFICE IS YOU ARE NOT RECEIPTED WITHIN TWO WEEKS.

Within 90 days, we will let you know whether your application was approved for funding or whether it was not approved. PLEASE CONTACT OUR OFFICE IF YOU DO NOT RECEIVE NOTIFICATION WITHIN 90 DAYS AFTER SUBMITTING YOUR APPLICATION.