

Branch County Community Foundation Grant Cover Sheet

Updated: 10/02/2019

Section 1 – Applicant Information

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| Date of Application: | |
| Name of organization applying: | |
| Organization Address: | |
| Website Address: | |
| Organization Employer ID # (EIN): | |
| Michigan Corporate ID #: | |
| Michigan Charitable Solicitation Registration #: | |

Section 2 – Project Information

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|-----------------------------|--|
| Project Title: | |
| Project Purpose: | |
| Project Start Date: | |
| Project End Date: | |
| Amount Requested from BCCF: | |
| Total Cost of Project: | |
| Service Area: | |
| Population Served: | |

Please check the emails provided below daily during the grant period (from submission to final notification) so that you can respond to critical communications regarding your grant request.

Who will be the **primary** person for questions or other communications about the grant application or the project?

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|--------------------------|--|
| Primary Contact's Name: | |
| Primary Contact's Email: | |
| Phone: | |

Who will also have knowledge of the project and may be contacted if the primary is unavailable?

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|----------------------------|--|
| Alternate Contact's Name: | |
| Alternate's Email & Phone: | |

Section 3 – Narrative

In this section you will tell us about the program or project for which you are requesting financial assistance. Please use the format and headings shown below and provide all of the information requested within the maximum number of words allowed under each heading.

Organization Profile

Enter a brief description of your organization's prior experience implementing the same or similar program or project; i.e., tell the reviewers why your organization has the experience and current capacity for success in the proposed activity. (Maximum 500 words.)

Project Description

Briefly describe how grant funds will be used your project/program, including the target population and how many people will it benefit. If you will be collaborating with other organizations, please explain how and include a letter of support from the organization. (Maximum 100 words.)

Project Outcome(s)

*Tell us what you want to accomplish using BCCF funding with this project/program? List up to three expected **measurable** outcomes/results. We will use your stated goals for evaluation purposes at the end of the project and ask you to provide documentation on the grant evaluation report form. (Maximum 250 words.)*

Alignment with BCCF's Grant Program Goals

Tell us how the project aligns with the Community Foundation's overall grant objectives as outlined in the "Purpose of the Grant Program" in the Grant Application Instructions. (Maximum 100 words.)

Organization's Resources

Tell us about the resources your organization is allocating toward the program or project. This can include money, staff and/or volunteer time, equipment, supplies, space, etc. (Maximum 250 words.)

What will happen if BCCF is not able to fund this project?

Please let us know what role BCCF funding will play in your ability to initiate, implement, and/or complete the project/program. (Maximum 250 words.)

Proposals for the Youth Grant Cycle

Complete this section **ONLY** if applying for funding specific to the Youth Grant Cycle.

Grant applications are accepted for projects that directly and exclusively support young people ages 0 – 21.

Our Youth Advisory Council makes reviews and makes recommendations for grants from our Youth Project Fund. To qualify for fund from the Youth Project Fund, projects must be designed to serve youth **AND** involve youth in a significant way. Tell us how you partnered with youth in at least one of the following ways: 1) the applicant has youth on its **governing board**, 2) the applicant has youth on a **standing committee**, 3) the applicant has youth on its **advisory committee** who assisted in project

design and/or 4) youth **wrote or assisted in writing the grant proposal and had input in project design**

Please attach a complete board or committee roster with youth name(s) and contact information highlighted.

Proposals for Technology Funding

Complete this section ONLY if your request is for computers, services, or other technology.

If technology is part of your grant request, you **MUST** address the following questions in your narrative:

- How would you assess your use of technology compared to other agencies with similar missions?
- What type of financial resources does your organization have available for technology? Are you prepared to seek additional funding from other sources?
- What do you see as the most pressing issues for your organization that technology might address? What role does the implementation of new technologies play in your strategy for the next five years? Do you need new technology in order to grow? Would new technology allow you to respond to new opportunities?
- What is management's attitude and role in the organization with regards to technology?
- What are the obstacles to your organization's effective use of technology, including both training and budget?
- Who has been or will be involved in making recommendations for technology staffing, training, and system requirements prior to purchase?
- Who (please include their experience) has been or will be involved in day-to-day technology troubleshooting and maintenance tasks?
- Who will be involved in the implementation of new technology efforts?
- What type of training have staff members completed in the past? How useful was it?
- Will all technologies—current and proposed—be compatible? For example, if you propose purchasing a computer will the current printer, software, etc. work with the new computer?
- Please provide system requirements regarding the technology. For example, if you're purchasing a computer, list the components that will be used to build the computer---such as processor, motherboard, sound card, video card, etc.

4 – Project/Program Budget

Reminder: Most grants awarded are between \$500 and \$7,000. **Please note that the total project income must match total expenses and the total the amount of the project and BCCF request on the cover sheet.** Please include a *budget narrative* explaining any excess expenses over expected revenue, or other **discrepancies**.

Budget Format

We provide a spreadsheet for your use. You do not have to use the spreadsheet, but your budget should include the following information (preferably in a table format):

- total cost of the project
- applicant organization's resources – any actual money and the value of in-kind resources *your organization* is contributing (in-kind resources include things like paid time for employees implementing the program, materials like paper, pens, etc.)
- resources from other sources – both actual money and in-kind (including other grants and donations)
- total requested from the BCCF and a *complete breakdown* of how BCCF funds will be used (e.g. if you propose purchasing science workbooks and Chrome books with BCCF funds, how many workbooks will be purchased, at what cost per workbook and how many Chrome books and the cost for each)