



Bay Area  
community foundation™

## GRANT APPLICATION FORM INSTRUCTIONS

- You **must first** contact Bay Area Community Foundation's Program Staff 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 Staff. 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 (points A. & B.). 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 reference point "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. In the case of a grant application in response to a special RFP, the specified deadline date will be given. *If the deadline falls on a weekend or holiday, the next working day is the deadline date.*

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**BAY AREA COMMUNITY FOUNDATION'S  
NORTHERN BAY ENDOWMENT FUND  
GRANT APPLICATION COVER SHEET**

Grant ID Number (provided by BACF) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Legal Name of Organization Applying: \_\_\_\_\_

*(Should be same as on IRS determination letter and as supplied on IRS Form 990)*

Director's Name and Title: \_\_\_\_\_

Contact Person/Title/Phone Number: \_\_\_\_\_

*(if different from director):*

Address (principal/administrative office): \_\_\_\_\_

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

Phone Number (with area code): \_\_\_\_\_ Fax: \_\_\_\_\_

General Email Address: \_\_\_\_\_

Email Address for Contact if Different: \_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant: *(no more than two sentences)*

Project Time-Line: \_\_\_\_\_ Geographic Area Served: \_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

List any previous requests submitted to the Community Foundation in the last five years  
(program/project name, year in which it was requested and amount received if any):

Empty box for listing previous requests.

## A. Narrative

### 1. Organization Information

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

### 2. Program of 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 - Please answer the questions in the order presented. Use the bulleted questions as headings for your responses.

### 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?
- 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)

**Applications submitted without all required materials will be ineligible for review.**

**1. ALL applicants will be required to submit documentation of IRS 501(c)(3) status, operational budget for the most recently completed and upcoming fiscal years, most recent audited financial statement (if applicable) and IRS 990 form.**

**2. List of Board of Directors**

**3. Finances**

- Organizations most recent annual financial statement (independently audited, if available; if not available, please discuss with BACF Program Staff).
- Please attach the 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. (e.g. to build emergency cash reserves, to replace obsolete equipment, etc.)