



Grant Application Questions and Requested Materials

The information below is provided only as a reference to help grant applicants prepare for completing the grant application. The actual application may differ from the information below. Be sure to contact the office and ask for a program officer to discuss your project/program. We are available to answer any questions that you may have and walk you through the application process.

All applications must be completed through our online grant portal.

PAPER GRANT APPLICATIONS WILL NOT BE ACCEPTED

Basic Information

- Organization's EIN and legal name
- Organization's mailing address
- Leader of organization's name and title
- Grant contact information
- Description of grant project/program
- Projected start and end date
- Total cost of project and amount of funding being requested

Required Attachments

- Detailed project/program budget with all revenue sources and expenses
- Record of most recent IRS 990 submission
- Roster of your current Board of Directors and their affiliations with other organizations
- Current operating budget
- Most current audited or internal financial statement

Application Questions

- Provide a brief summary of organization's history, mission statement, goals, and current programs/projects.
- Detail the need for and importance of this program/project. Make a compelling case as to why our community would benefit.
- Summarize the program/project and how it will be accomplished.
- Outline the program/project activities, outputs, and outcomes.
- Describe the organization's strategy to ensure longterm sustainability of this request from a financial and programmable perspective.
- Who are your collaborative partners in this program/project and their roles.
- How do you incorporate the values of diversity, equity and inclusion in your organization and services?
- Has this program/project been funded by BACF in the past?
- What is your history of funding from BACF in the last five years?
- Prioritize your 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.