

BOWLING GREEN COMMUNITY FOUNDATION

THE 2010-2011 GRANTS PROGRAM GUIDELINES

GRANTS DISTRIBUTION

In 2010, The Bowling Green Community Foundation, Inc. will be making grants to nonprofit organizations for programs and activities beginning June 1, 2010 through December 31, 2011. This is a year of transition as the Foundation moves from awarding grants in the spring of the year to the fall. The grant distribution region includes the Bowling Green zip code and school district areas. Applications may be submitted in the range of \$200 to \$5,000, thereby allowing a number of organizations to benefit.

GRANT REVIEW CRITERIA

The Bowling Green Community Foundation will place priority consideration on proposals which:

- Propose creative, first-time projects or programs for the community.
- Encourage more efficient use of community resources.
- Promote coordination, cooperation and sharing among organizations and eliminate duplicated services.
- Test or demonstrate new approaches and techniques in the solution of community problems.
- Focus on the prevention of problems rather than the cure.
- Represent an unduplicated opportunity and meet a significant community need.
- Propose a specific program rather than a general operating support of the organization.
- Generate matching funds, thus leveraging additional support.
- Include a thoughtful, reasonable plan for obtaining continuing financial support from internal and/or external sources once Foundation funds are expended.

The Foundation will **NOT** make grants from its unrestricted funds to:

- Support the general operating budget of established organizations.
- Annual or capital campaigns.
- Support sectarian activities of religious organizations.
- Projects already completed.

GRANT APPLICATIONS DEADLINE

The deadline date for applications is **March 15, 2010** (must be postmarked by this date).

GRANT PROCESS

Grant applications are carefully reviewed by the Foundation's Grants and Distributions Committee and Board of Trustees. Applications will be notified in writing of approval or denial of funding requests by June 1, 2010. Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.

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PROPOSAL CONTENTS

Proposals MUST be submitted using the Foundation's Application for Grants Funds Format and must be typewritten. Information, when appropriate should be in narrative form. The complete Application for Grants Funds request should not exceed five or six pages. The required attachments are additional.

All applications must contain:

- Organization name and address plus the name and telephone number of the contact person making the application.
- Purpose and need – Summarize the goals and objectives of the project. Identify the problems or needs which will be addressed. Identify who or what constituency will benefit from this Grant.
- Implementation – Summarize the plans and time frame for implementation of the project. Identify individual(s) who will be responsible for overseeing the program, and briefly describe their qualifications.
- Evaluation – State the criteria and procedures that will be used to measure the success of the project or program and relate this to the stated goals and objectives.
- Budget – Provide projected incomes and expenses, all sources of program funding, and the period (beginning and ending date), for which funds are requested.
- Future Support – Identify plans for securing ongoing support for this program and potential sources of funding.
- An application must be signed by the board president or chair of the organization and the contact person.

One copy of the following documents must be attached to the original signed application form:

- 1) The names and affiliations of the organization's Board of Trustees and a list of the organization's officers and executive committee
- 2) Brief background history of the organization, including when and how it was established, the mission/purpose, accomplishments to date and a listing of current programs and service
- 3) The organization's most recent audit, or the unaudited income and expense statement and balance sheet
- 4) The organization's current operating budget which includes line-items indicating both income and expenses
- 5) Copy of the organization's tax exemption letter from the Internal Revenue Service (if applicable)
- 6) Copy of the 990, 990 EZ, or a 990-N which your organization submitted to the IRS

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REPORTS

Recipients are to submit a REPORT at the end of the project or funding period. Failure to submit this report will disqualify recipients for future grants. Recipients are also requested to send PICTURES of events when they happen. These may be used in BGCF publicity, on the website, and in annual reports. Pictures should be sent electronically if possible to bgcf@bgohcf.org.

INFORMATION

MAIL grant application, postmarked by March 15, 2010, to Bowling Green Community Foundation, PO Box 1175, Bowling Green, OH 43402.

To request additional information: Contact the Foundation bgcf@bgohcf.org, or 419-352-0281