![BACF - BARRINGTON AREA COMMUNITY FOUNDATION]

How to apply for a BACF grant

FOLLOW THESE STEPS TO CREATE AN ACCOUNT, COMPLETE YOUR ORGANIZATION PROFILE, AND SUBMIT YOUR GRANT APPLICATION
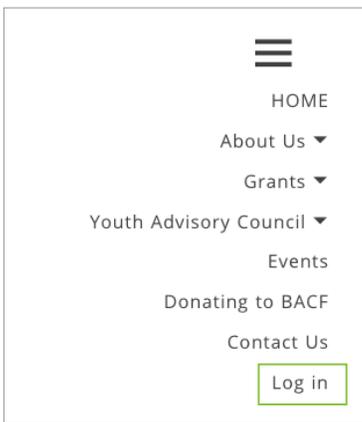
1 Create an Account
The first step is to create an account for your organization on the BACF website.

Go to the menu in the upper right corner of the website, click, then click again on Log in. At the next window you will be prompted to enter your Username (or Email) and Password if you already have an account. You can also click Register to create an account.

Note: if you loose your password, you can also retrieve a new one here.

HOME
About Us ▼
Grants ▼
Youth Advisory Council ▼
Events
Donating to BACF
Contact Us
Log in

Log in with your existing Username or Email Address and Password

If you do not currently have an account with BACF, create one here.

Username or Email Address

Password

☐ Remember Me   Log In

Register | Lost your password?

2 Create a Profile
The second step is to create a Profile for your organization on the BACF website.

The second step is to create a Profile for your organization on the BACF website.

Log in by going to the menu in the upper right corner of the website, click, then click again on Log in. Enter your User-name or email address. You will be brought to the Grantee Dashboard. Here you can create or update your profile.

To complete your Profile you must upload your 501(c)(3) ruling or your application to the IRS, and your most recent Federal 990 submission to the IRS. Have these documents ready before you start your Profile.

Profile Information
  ˅ About your Profile
  ˅ Important Dates for 2019
  ˅ Gather the required documents
  ˅ Profile instructions

Grantee Profile

Name of Organization
[Name of Organization]

Name of person completing application
[Your Name]

Your 501(c)(3) Status
○ Yes, we have 501(c)(3) status
○ We have applied for 501(c)(3) status

Upload IRS ruling or application copy
[Browse...] No file selected.

Organization website
[www.yourorganization.org]

Address
[Address line 1]

Address Line 2
[Address line 2]

City
[City]

State
[State]

Zip Code
[Zip Code]

Phone

3 Review Application information and required Documentation

Read about the Grant type you are applying for and gather up all the necessary documents

On the Grantee Dashboard, you will also see the current year Grant Application in addition to your organization's Profile.

Click on the toggle feature to read about the different grants and the required documents. They will provide details on the process and information required to complete the online application.

- ▸ **IMPORTANT DATES**
- ▸ **GATHER THE REQUIRED DOCUMENTS**
- ▸ **GRANTS $5,000 OR LESS INSTRUCTIONS**
- ▸ **GRANTS OVER $5,000 INSTRUCTIONS**
- ▸ **BEST USE OF VOLUNTEERS AWARD**
- ▸ **COVID Response Fund Grants**

4 Complete the online Application

Using the information you gathered in STEP #3 you are now ready to complete your application online.

If you are unable to complete entering your application during one session, no worries, just click "SAVE" and come back to it later. When you are ready to officially apply, check the "I am ready to apply for a grant" box at the bottom of the Application. The Application is now in Review process. At this time you will no longer be able to edit the Application.

Application

(1) **Application completed by**

(2) **Grant Year** 2019

(3) **Name of Organization**

(4) **Point of Contact (POC) Name**

(5) **Point of Contact Email Address**

(6) **Grant Type: Select your Grant Application – Best use of Volunteers, $5000 or less, over $5000**

Grants $5000 or Less

(7) **Project Title**

(8) **Brief summary of grant proposal. Detailed proposal to follow.**

(9) **Uploaded – Mission Statement Attachment C**

(10) **Uploaded – Project Budget Attachment D**

(11) **Uploaded – Timetable for the Project Attachment E**

(12) **Uploaded – Agency Budget Attachment F**

(13) **Uploaded – Financial Statements Attachment G**

Grants over $5000, download/complete Financial Appendix: Financial Appendix 2019

Uploaded complete Financial Data Appendix NOTE: THIS UPLOAD IS FOR GRANT REQUESTS OVER $5000

(14) **Number as a percent of EXPENSES your services provide within Barrington Area per agency budget**

(15) **Number as a percent of PROGRAMS your services provide within Barrington Area per agency budget**

(16) **Number of RESIDENTS your services provide within Barrington Area per agency budget**

(17)

Check box when done editing. This application has not been submitted and may still be edited.

Edit Grant Application

When you are ready to officially apply, click on "Check box when done editing."