Instructions: number correlates with the over $5000 Application Form - 2019

1. Name of person completing Application

2. Grant Year. Choose from drop down menu.

3. Name of Charity, if this does not match your Taxpayer ID, please explain.

4. Point of Contact. Person that we should contact if questions about application, and title or relationship to organization.Point of Contact email address.

5. Point of Contact email address

6. Select Grant Type from the drop down menu.

7. Project Title

8. Project Summary: Project Summary: this is a short summary, details will be covered on the next page. Be aware that BACF may publish the Project Title, the Project Summary, Project budget, and Grant request amount on the BACF website for all submitted grant projects.

9. Mission Statement explains the purpose of your non-profit organization. Attachment C

10. The Project Budget is the anticipated expenses for the project. Attachment D.

11. The Project Timetable tells us when milestones for your project will be met. Attachment E.

12. The Agency Budget is the upcoming year's budget for your organization. Attachment F.

13. The Financial Statements are preferably from your accountant or auditor for most recent year. Attachment G.

14. For Grants over $5,000, download the Financial Appendix. Complete and upload in next field. Attachment H.

15. For Grants over $5,000, this additional appendix is to be completed and submitted with application materials. Attachment H.

16. Please state as a percentage of total expenses (this is for your organization's entire programs not just th grant proposal). Attach any supporting materials or an explanation of how this was calculated at end of application.

17. State as a percentage of total programs your Organization provides within Barrington area (this is for your organization's entire programs, not just the grant proposal). Attach any supporting materials or an explanation of how this was calculated at end of application.

18. For number of residents, this is direct services provided, but you can add clarification in comments at end of application. Attach any supporting materials or an explanation of how this was calculated at end of application.

19. Dollar amount requested from BACF. Attach any supporting materials or an explanation at end of application.

20. Explain how the funding will be utilized. Dollar amount to be spent on project. Attachment D, Project Budget should have details such as cost estimates or hourly breakdowns,if available. If none, explain how the budget was arrived in the Attachment D.

21. Total amount commited to the project. Include dollar amounts, funding source, and if the funding has already been committed.

22. Explain how you will or will not proceed with the project if BACF grant is not received. If this project will not be needed beyond this fiscal year, explain how the need will be addressed. If yes, explain how the project will be funded.

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24. Individual donors do not need to be listed separately, major (more than 5% of total funds) would be categories such as corporations, individual donors grouped together, government, United Way, Fundraisers (list how many per year, Endowments, Investments, etc. If less than 3 years information available, please state so. The past year should correlate with Attachment G, Financial Statement.

25. Be as specific as possible. Give examples of other similar projects your organization has utilized to meet this need or other related needs..

26. You will be required to submit a report at the end of the grant period with these metrics identified. Additional information may be requested. Strength of grant proposals are based in part of BACF ability to measure your success in application of the grant money. All grants undergo a timely review by BACF. The contact listed here should include email and phone, and usually is the grant writer, project leader or President/executive director of the organization that has details both of the finances and outcomes of the project. Multiple contacts to ensure continuity of communication are preferable especially if your organization has frequent turnover of leadership.

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28. What year(s) have you applied to BACF for other grants? Write "Yes" if you applied in the past, even if you did not receive funding from BACF.

29. If you received a grant from BACF, give a short summary of past project status. Include all Grants received from BACF.

30. Minimum grant amount you must have before the organization will commit to raising the additional funds to begin the project.

31. Include dollar amounts, funding source, and if the funding has already been committed. In cases where funding is pending an application, state the amounts and the date a decision will be received, and any shortfall will be adjusted.

32. When is the expected completion date or date at which the grant money will be expended. Attachment E, Project Timetable should include further details.

33. State number of years. If new enter 0.,

34. Please be as specific as possible. Give examples of other similar projects your organization has utilized to meet this need or other related needs. Your mission statement is attachment C.

35. Please explain the unmet need and then how your project addresses this need. Who will be the beneficiaries, where are they geographically located?

36. List other organization or projects that address this need. Explain any differences. If working together, include details. Consider submitting the proposal jointly with one organization listed as the primary grant applicant.

37. Will your project be beneficial outside the Barrington area and to what extent? No or Yes. If yes, explain what additional geographic area and % as related to the total grant request.

38. Enter any comments you would like to add.

39. Upload additional supporting documents.

40. Click on the check box when the Application is complete and ready to be submitted. After submission, the Application will no longer be able to be edited.