2019 Grant Committee Workshop
November 12, 2019
Barrington’s White House
Celebrating 20 years!
Have you ever said to a friend, neighbor, co-worker or classmate:

"What this community really needs is ..."?
BACF Mission

TO ADDRESS THE UNMET NEEDS OF THE COMMUNITY
Purpose of BACF

The purpose of the Barrington Area Community Foundation is to establish a permanent, long-term fund for the betterment of the community.

The Foundation will use the annual proceeds to support initiatives that benefit the community and maintain our quality of life.
The Barrington Area is the greater of the Barrington Area Council of Governments (seven villages) and the area Barrington 220 School District serves.

Population is approximately 40,000 people.
Facts About BACF

Founded in 1998

Granted over $2 million to local charities to date

Granted $275,000 to 32 local charities in 2019

Board of Directors are 100% Volunteer

We aspire to high standards of financial efficiency

Committed to introducing philanthropy to the next generation via our Youth Advisory Council (YACsters)
Introductions

• Your Name

• The Organization You Represent

• Brief Explanation About Your Organization
2019-2020 Grant Cycle

Plan to give approximately $298,000
Important Dates

December 2, 2019
• Window opens for Applications

January 26, 2020
• Cutoff date for Application submission

Late January/February
• Initial Interview with BACF Board Member

March 13-14, 2020
• Second Interviews at the Garlands

April 15, 2020
• Breakfast Award Ceremony at the Garlands
What BACF Looks to Fund

Projects that meet unmet needs
Initiatives that impact Barrington Area
Programs that provide unique value
Projects that are sustainable
Info Required From You

• Name, address, point of contact, phone, e-mail etc.
• Proof you are a 501(c)(3) IRS recognized non-profit
• Does your service operate within our catchment area? (Greater of BACOG or School District 220)
• What is your mission and how long have you been doing it in Barrington?
Strategic Diligence

Does project represent extension of existing or new programming?

Does project have your Board support?

Have you previously executed project of this size?

Is there another organization to collaborate on project?
Financial Diligence

- How much are you requesting?
- Budget
- Financial Sustainability
- Metrics for Evaluation
Financial Inquiry

Composition of organizational funds: individual donors or grant requests?

Can you fund project out of reserves?

Are reserves growing/shrinking?

Matching donors contingent on BACF support?
Types of Grants

Single Year
Multi-Year (up to 3 years)
Best Use of Volunteers ($1500)
Collaboration Award ($5000)
BACF Does NOT Fund

- Non 501(c)(3) organizations
- Ongoing Operations
- Project outside our geographical mandate
Objective Review Process

A disciplined scoring and rating process to evaluate grants

Recused members do not participate in the evaluation process
What to Expect

Now to January 26, 2020:

All applications are reviewed for completed materials, attempt to contact charity for incomplete applications.
What to Expect

Late January/February 2020: Primary Interviews
What to Expect

March 13-14, 2020:
Secondary Interviews - at the Garlands of Barrington
Second Interviews

• Plan on waiting up to 1 hour and interview should take about 15-20 minutes.

• Be familiar with what you have submitted, may have more than one representative, but time allotted will remain unchanged.

• Be prepared to make a short presentation about the project (5 minutes).

• Expect questions from BACF Grant Committee.
Possible Questions

Don’t understand the financials....?

Is this project sustainable after receiving the grant in meeting unmet need of...?

How does this differ from another charity’s program?

Have you contacted them or are you working together?

Why is this not part of your current operational budget or fundraising drive?
Final Grant Review

Evaluations are completed shortly after the secondary interviews.

Grant award recommendations are finalized.

Recommendations from the Grants Committee are presented to the full Board of Directors for approval.
How to Apply

Complete Application Online:

www.BACFGrants.org
Four Steps

How to apply for a BACF Grant

FOLLOW THESE STEPS TO CREATE AN ACCOUNT (ONE TIME ONLY), COMPLETE YOUR ORGANIZATION PROFILE, AND SUBMIT YOUR GRANT APPLICATION. YOU CAN DOWNLOAD THE CREATE ACCOUNT/APPLICATION INSTRUCTIONS HERE: Account-Profile-Applications Instructions

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 lose your password, you can retrieve a new one here.
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Welcome to Barrington Area Community Foundation. This site is accessible to approved users only. To be approved, you must first register.

Username or Email Address

Password

Remember Me

Log In

Register | Lost your password?
Create a Profile

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. You will be brought to the Grantee page. Here you can create or update your profile.

In order to complete your Profile you must upload your 501(c)(3) ruling or your application to the IRS. Have these documents ready before you start your Profile.

You can download the Tool Tip instructions for completing the Profile: BACF Profile Instructions 2019
Four Steps

Application information & required Documents

Read about the Grant Types below from the menu to determine the best grant option for your organization. Gather all the necessary documents based on your grant type.

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

These sections will provide more details on the process and information required to complete the online application.

You can also read the useful Tool Tip Instructions for your Grant type.

BUV Award:
BUV instructions 2019

Grants $5K or less:
BACF $5000 or less Application Instructions 2019

Grants over $5K:
BACF over $5000 Instructions 2019
Four Steps

Complete the online Application

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

Log in to the BACF website and you will be brought to your Profile and Application page.

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. The Application is now in Review process. At this time you will no longer be able to edit the Application.

Remember: the application cannot be saved without uploading the required documents, so it is best to have them ready before starting the form.
Grant Award Breakfast

April 15th, 2020

Only those that receive awards are invited

Up to 2 representatives per organization (if a combined grant application 2 for each organization)

BACF Board of Directors attend

Media invited

Pictures are taken for press release
After Granted Funds

• BACF Board of Directors have asked that awardees help build awareness by displaying their plaque and including acknowledgement in any press contacts, donor newsletters and websites which relate to the grant project.

• Grant awardees may be asked to participate in joint press releases or BACF donor events.

• Audit this year will include a written submission and may include a site or project visit by BACF BOD representative.
Additional Grant Award

Best Use of Volunteers

$1,500 separate simple application and process. Check website for details
NEW Grant Award

Collaboration Award

$5,000

No separate application required
Questions?

Email: admin@barringtonareacommunityfoundation.org

Call BACF Offices: 847-382-8800

Website: www.barringtonareacommunityfoundation.org
Thank You