



How to apply for a BACF grant

FOLLOW THESE STEPS TO CREATE AN ACCOUNT, COMPLETE YOUR ORGANIZATION PROFILE, AND SUBMIT YOUR GRANT APPLICATION

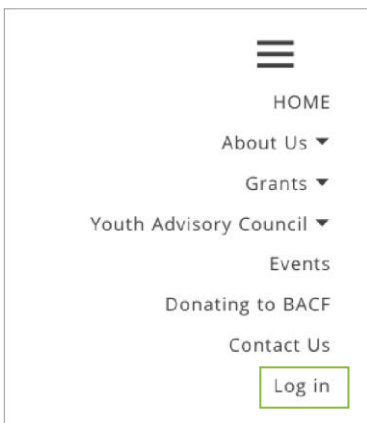
1

Create an Account

The first step is to create an account for your organization on the BACF website.

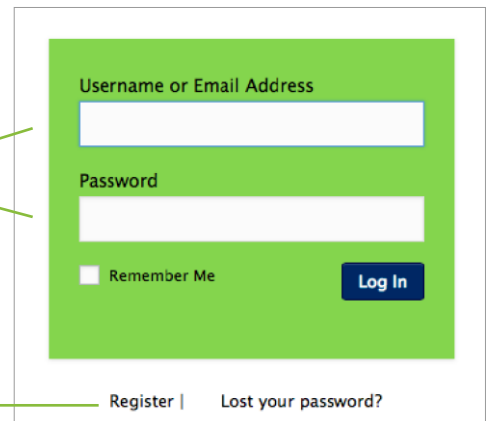
Go to the menu in the upper right corner of the website, click, then click again on Log in. At the next window you will be prompted to enter your Username (or Email) and Password if you already have an account. You can also click Register to create an account.

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



Log in with your existing Username or Email Address and Password

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



2

Create a Profile

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

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Log in by going to the menu in the upper right corner of the website, click, then click again on Log in. Enter your Username 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.



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](#)

▶ [PROGRAMMING GRANTS \\$5,000 OR LESS INSTRUCTIONS](#)

▶ [PROGRAMMING GRANTS OVER \\$5,000 INSTRUCTIONS](#)

▶ [SUSTAINABILITY 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.

Upload additional supporting documents.

Check the box below when done editing.

I understand after checking this box I will no longer be able to edit this application.

Until you check this box your grant is not complete. Your application can be saved and you can continue editing this document by logging into your account, returning to the Grantee Dashboard, and click on the link to your saved application.

Done editing Grant Application and ready to apply for a grant