

Grant Application for Fiscal Year 2010

Cover Sheet & 1st Page of Application

 (See line-by line directions, pp. 5-6)

1. Name of Organization:	
2. Address of Organization:	
3. Telephone:	Fax:
4. Point of Contact (POC) and title:	
5. Additional Contact Information (extension, other contacts):	
6. Email Address for POC:	
7. Are you a 501(c)(3) IRS recognized non-profit: If not please contact BACF before proceeding <input type="checkbox"/> Yes, enclosed copy of ruling from IRS. <input type="checkbox"/> Applied, enclosed copy of application to IRS.	
8. IRS TIN or EIN for your organization (from your 990): #	
9. How long have you been servicing the Barrington Area? _____ Years.	
10. How much of your services are provided outside of the Barrington Area? Attached supporting document D. _____% of expenses, _____% of programs.	
11. How much (%) of your funding is derived from government or taxpayer resources? If none state so: _____%. Fiscal year date used for this calculation: _____	
12. What are your major funding resources for the past 3 years?	
13. Project Title:	
14. Brief 25 word summary of grant proposal (your summary will be cut off at 25 words for databases). Detailed Proposal on following pages. _____	

Completed Application Packet MUST contain Original and Copies, as specified below, or may email scanned or electronic application and materials:

(Please Label your attachments with the corresponding letter in lower right hand corner)

Checked Item:	#Copies:	Comments:
<input type="checkbox"/> A. Grant Application (4 pages)	8	_____
<input type="checkbox"/> B. Mission Statement	8	_____
<input type="checkbox"/> C. Project Budget	8	_____
<input type="checkbox"/> D. Agency Budget	8	_____
<input type="checkbox"/> E. Timetable	8	_____
<input type="checkbox"/> F. Financial Statements	1	_____
<input type="checkbox"/> G. IRS 990	1	_____
<input type="checkbox"/> H. Tax-Exempt Ruling	1	_____

Information Regarding Your Proposed Project:

15. How does this project relate to your organization's mission statement? How does this project support your organization's other works/projects?

16. How will your project benefit the Barrington Area in meeting an unmet need? Who will benefit from the program? What are your desired outcomes?

17. Do other organizations address the need/issue, and if so, how will does your project relate or interact with these organizations' projects?

18. Will your project be beneficial outside the Barrington Area and to what extent? No. Yes.
Explain:

19. When will this project be completed?

20. What is your total budget for this project? (Breakdown Attachment C) \$

21. How much Funding are you requesting from BACF? \$.
Explain how the funds will be utilized: included in Attachment C and/or clarifications:

22. What other funding sources are available to your organization for this project?

23. Will this project continue after your fiscal year or be renewed annually in your budget?

24. How will the project continue to be funded after this year's BACF seed grant if received? List other potential sustainable funding after the grant year.

25. If the grant is not received, what will happen with the project?

Effectiveness of the Project Proposal:

26. How will you evaluate the success of your project as it relates to your mission and fulfilling the unmet need? What tracking mechanisms and documentation will be utilized to show the effectiveness of this project? At the end of the fiscal year what metrics will be utilized to measure the added benefit to the Barrington Area in meeting an unmet need?

Special Situations:

27. **Multi Year Grants:** Is this a multiyear grant application: Yes. No. If No, go to question 30.

28. Additional instructions for Multi-year grants. Attachment C, Project Budget: Expenses should be broken down by year. Include funding amounts needed in each year from BACF and where any additional funds will be obtained. Grant Amount requested by year: \$ Y-2008. \$ Y-2009.

Additional funding sources:

29. If BACF is only able to commit funds for this year, will you be able to proceed with the project. Yes. No. Explanation:

Information if Submitted Past Applications:

30. Have you ever applied to BACF for other grants?
 Yes, what year(s)? _____. No.

31. If you received a past grant, please give a short summary about the current status of the project that received seed money. Include the year and amount received.

All application materials must be received by February 1st, 2010.

Submit completed applications and attachments:

Barrington Area Community Foundation

Attn: Mary Bradford White, Grants Chairperson

421 N. Northwest Highway, Suite 201

Barrington, Illinois 60010

For 2010, it is preferable to submit electronic copy of the application, mission statement, project budget, agency budget, timetable, and financial statements (Items A-F) either on a CD-ROM disc or e-mailed

admin@barringtonareacommunityfoundation.org. Attachments G & H should be scanned or mailed.

If you choose to submit your application by hardcopy, please number your pages by the item letter, and submit the requested number of copies.

Please note that incomplete and/or late applications may be summarily rejected. In such cases where there may be extenuating circumstances please provide a written letter with application or make contact with the grants committee chairperson PRIOR to the grant deadline.

Your Point of Contact or their designee must be available for possible 2nd stage interview on Saturday, March 13^h, 2010. Notice to the listed point of contact in the application will be given by March 10th at the latest. (Grant requests for less than \$10,000 may be excused from this requirement.)

Additional Directions: the number correlates with the application.

1. Official Name of Charity, if this does not match your Taxpayer ID, please explain.
2. Local Address preferred of organization.
3. Organization's phone number
4. Point of Contact. Person that we should contact if questions about application, and title or relationship to organization.
5. Other phone numbers, and/or secondary contacts names with contact information.
6. E-mail address: only for use of the grant committee.
7. Attach copy of the IRS ruling letter, or copy of application if new organization. Mark as attachment H.
8. The number and filing name should match with the name of your organization, otherwise include explanation
9. State number of years. If new enter 0.
10. Please state as a percentage of total expenses and/or services/programs (this is for your organization's entire programs not just the grant proposal) and include any clarifications. Attach any supporting materials or an explanation of how this was calculated.
11. This should match your attached 990 filing.

12. 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 F, Financial Statement.

13. Project Title

14. Project Summary: this is a short summary, details will be covered on the next page.

15. 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 B.

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

17. 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.

18. No or Yes. If yes, explain what additional geographic area and % as related to the total grant request.

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

20. \$ amount to be spent on project. Attachment C, 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 C.

21. \$ amount requested from BACF. If not in the attached budget, explain as specific as possible what the BACF grant will pay.

22. 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.

23. If this project will not be needed beyond this fiscal year, explain how the need will be addressed.

24. Future project funding. If the project will end this fiscal year, please fill in n/a for not applicable. Otherwise state or include information for the following years funding.

25. Explain as best as possible from the perspective of your organization's mission statement.

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.

27. Do not apply for a multi-year unless your proposal requires more than 1 year to complete. At this time only 2 year multi-year grants are being trialed.

28. (Skip if only single year grant.) Be as specific as possible. Additional information can be included here or in attachment C, project budget. Additional Funding should also be broken down by year.

29. (Skip if only single year grant). If you will not be able to proceed, please include in your explanation why BACF should or should not fund the first year. Make sure to include what benefits your project will accomplish in meeting the unmet need if only single year funding is provided. If you will proceed, please explain sources or possible sources of replacement funding.

30. Mark "Yes" if you applied in the past, even if you did not receive funding from BACF.

Best Use of Volunteer Award for 2010 is a separate application this year, please see www.barringtonareacommunityfoundation.org for details.