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Benton Community Foundation

2020 Grant Application

**COMPETITIVE GRANTS**

This year BCF will be offering the following grant funding opportunities:

1. **Grants for Requests of $5,000 or less**
2. **Grants for Requests $5,001-$10,000**

* *Applicants need to select which funding amount they are applying for, $5001-$10,000* ***OR*** *$5,000 or less.*
* *In 2020, BCF will award approximately $84,776 in grants.*
* *The average grant award in 2019 was $5,303 and the award range is usually $3,000 to $7,000.*

BCF Competitive Grants focus on local funding opportunities that are tailored to support the long term success of children, youth and families throughout Benton County. **All competitive grant requests must be for a project which supports the growth, development, and success of children, youth and or families in Benton County. BCF provides funding for capacity building and capital projects. The project must fit in one of the priority areas listed below.**

**Applicants must select one of the following priorities on the grant application:**

* Basic Needs *(e.g., school supplies, emergency food)*
* Arts and Culture *(e.g., art programs, musical opportunities for youth)*
* Science, Technology and the Environment *(e.g. nature or technology-focused summer camps or after school programs)*
* Investing in Youth *(e.g., enrichment activities, parent education, mentorship, early literacy, scholarships)*
* **Elizabeth Starker Cameron Memorial Fund.** One $5,100 grant for a project that promotes **voting and citizenship responsibilities.**

*Please refer to BCF’s website (*[*www.bcfgives.org*](http://www.bcfgives.org)*) for examples of projects funded in each area in 2019.*

***Who May Apply?***

Project must benefit children, youth and families of Benton County and applicant must be one of the following:

* Tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Service Code;
* Governmental unit;
* School district, college or university.
* Church or religious organization

Organizations who do not meet the eligibility requirements may apply through an Eligible Applicant under a fiscal sponsorship agreement. Any funds awarded will be paid to the fiscal sponsor.

***Ineligibility***

The following are ineligible for funding:

* Organizations that discriminate by race, gender, religion, age, sexual orientation, or national origin;
* Political campaigns or candidates;
* Lobbying activities;
* Religious organizations for inherently religious purposes;
* Private individuals

***ALL REQUIREMENTS MUST BE MET, OR APPLICATION WILL NOT BE CONSIDERED.***

***APPLICATIONS MUST BE RECEVIED BY 5:00 PM ON MARCH 09, 2020***

**Applications also available at** [**www.bcfgives.org**](http://www.bcfgives.org)

***Application Procedure:***

1. Applications available starting January 1, 2020. **Applications due by March 09,2020 by 5:00pm.**
2. If you received funding from BCF in **2018**, your Impact Report must be on file at the BCF Office. *(If not certain whether on file, please contact the Grants Manager).*
3. All grant applications meeting the requirements will be reviewed by the BCF Grants Committee or a subcommittee. Applications recommended for funding approval will be presented to the BCF Board of Directors for final approval at a regularly scheduled board meeting.
4. Your grant application may be shared with Benton Community Foundation donors.
5. Submit completed application packet to [brittany@bcfgives.org](mailto:brittany@bcfgives.org) by the deadline. Please put “2020 Grant Application” in the subject line. You will receive an email confirmation when your application has been received.
6. If mailing application, please send to Benton Community Foundation, Attn: 2020 Grant Application, 660 NW Harrison Blvd. Corvallis, OR 97330
7. All applicants will be notified of their funding status by May 31, 2020.

***Funding Awards***

Grant awards will be disbursed only after a signed copy of the Funding Agreement has been received by BCF. Before awarding a grant, BCF reserves the right to request additional information or materials in addition to what is required for the application. Funds will be distributed by June 15, 2020*.*

***Reporting Requirements:***

A final impact report is due on August 31, 2021 to reflect program activity through June 30, 2021

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For Benton Community Foundation Use Only:

Grant No: 20-\_\_\_\_\_\_\_\_\_\_\_\_\_

Priority Area: IY BN AC CBP STE

**APPLICANT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Applicant: | | |
| Physical Address: | | |
| Mailing Address: *(****if different from physical address)*** | | |
| City/State/Zip: | | |
| Phone #: | Website: | |
| IRS EIN #: | | |
| **Contact for questions about application** | | |
| Name: | | Title: |
| Phone #: | | Email: |
| Preferred method of contact:  Email  Phone | | |
| Tax Status:  501(c)(3)  Agency of Government/School Church or Religious Organizations | | |
| **If you are a 501(c)(3) tax-exempt organization a copy of your IRS letter of determination is required.**  **If you are a unit of government please include verification.** | | |

If you are **not** a 501(c)(3), Government Entity, School, or Church or Religious Organization, you must have a fiscal sponsor.

*Please include the following with your application:*

* *Your fiscal sponsor’s IRS Letter of Determination*
* *Fiscal Sponsorship Agreement*
* *A letter of support from the fiscal sponsor for the proposed project.*

|  |  |  |
| --- | --- | --- |
| Fiscal Sponsor: | | IRS EIN#: |
| Address: | | |
| City/State/Zip: | Name of Contact: | |
| Phone # | Email: | |

**Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Project Information**

**Type of Funding Requested(please check only *one* box):**

\_\_\_ $5,000 or less

\_\_\_ $5,001-$10,000

**Total Project Cost:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested from BCF:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a new or ongoing project? \_\_\_\_ new \_\_\_\_ ongoing

If ongoing, have you received funding previously from BCF for this project Yes No

**Priority Area met by this request:** (*please check only* ***one*** *box. See page 1 for examples)*

**Project must support the growth and success of children, youth and or families in Benton County.**

BCF provides funding for capacity building and capital projects. The project must fit in one of the priority areas listed below.

\_\_\_ Basic Needs

\_\_\_ Arts and Culture

\_\_\_ Science, Technology and the Environment

\_\_\_ Investing In Youth

\_\_\_ Elizabeth Starker Cameron Memorial Grant, for voting or citizenship responsibilities ($5,100)

Briefly describe the nature and purpose your grant request. *This information may be shared with our Donor Advised Funds and, if funding is approved, will be used to describe your grant on our website.*

1. **words or less)**

Geographic area directly served by this request: *(BCF strives to serve all corners of Benton County. This information is helpful to our reviewers). If using percentages, make sure they equal 100%.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Corvallis | Philomath | Monroe/Alpine/Bellfountain | Adair Village | Alsea/  Summit/  Blodgett | Other (name City) | Out of County |
| Geographic Area | Use # **or** % | Use # **or** % | Use # **or** % | Use # **or** % | Use # **or** % | Use # **or** % | Use # **or** % |

**Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Narrative (4 page limit)**
2. Please provide a brief description of the organization requesting funds. Include the organization’s mission statement and vision statement. How are the goals of this project consistent with the mission of your organization?
3. Is the mission of your organization intended to benefit the general public or a specific demographic? See definitions below. Please select one.

* General population: no specific group is targeted and our services are open to anyone.

**If chosen, please tell us how you would describe the general public**.

* Specific demographic: one or more specific demographic groups (age range, ethnicity, income level, etc.) are targeted for services.

**If chosen, please describe the population you serve.**

1. Please highlight your major accomplishments with an emphasis on projects and activities within the last 5 years.
2. How does this project address the growth, development, and success of children, youth, and families?
3. Identify the need for the project. How does it address an important or unique community need? Please include local or regional data to substantiate the need.
4. Using the chart below, specify the main objectives of your project, and the activities and timeline necessary to achieve them. In the final column, please indicate your desired outcomes. *(Add boxes as needed. Please see example below and be as specific as possible*

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Activities** | **Timeline** | **Desired Outcomes** |
| *To increase fruit and vegetable consumption by children in the Corvallis School district during the 2020-2021 school year.* | * *Tasting Tables* * *Classroom Food Adventures* * *School Garden-Based Programs* * *Afterschool cooking Programs* | *Begin September 2020. Provide program elements monthly through June 2021.* | *Nutrition education provides x # of children with information and skills to make healthy choices now and help those healthy food choices last into adulthood.* |
|  |  |  |  |

1. How are staff and volunteers involved in project implementation (activities)?
2. How are you coordinating with other organizations, who provide similar or complementary services, on this project?

**Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Financial Information**
2. **Organizational Finances**

**For grant requests 5000 and under,** please submit your Statement of Activities (Profit and Loss) for your most recently completed fiscal year.

**For grant requests $5,001 and over**, please submit your Statement of Activities for your most recently completed fiscal year, your Statement of Financial Position for the last two complete fiscal years, and a copy of your IRS 990 for your most recent fiscal year.

1. Organizations’ Fiscal Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Total Annual Budget for your Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Total Annual Budget for your Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. *Budget Information – Please completely fill out the budget section below.*

The numbers in the tables below should be specific to this grant proposal, not your organization as a whole. Please leave irrelevant boxes blank.

*List* ***Sources of Revenue*** *for your project below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **REVENUE SOURCE** | **Estimated Funding** | **Secured** | **Not Secured** |
| Benton Community Foundation | $ |  |  |
| Applicant Contribution | $ |  |  |
| Fees for Services | $ |  |  |
| Membership Dues | $ |  |  |
| In-Kind Contributions | $ |  |  |
| Donor Contributions | $ |  |  |
| Grants/Other Funders 1 | $ |  |  |
| Grants/Other Funders 2 | $ |  |  |
| Grants/Other Funders 3 | $ |  |  |
| **TOTAL** | $ |  |  |

*List* ***Expenses*** *for your project below. Be sure to complete specific items that will be funded with BCF grants dollars.*

|  |  |  |
| --- | --- | --- |
| **PROJECT EXPENSES** | **Total Amount** | **BCF Support\*** |
| Salaries of staff/benefits (for this project)\* | $ | $ |
| Contracted Services (detail below)\* | $ | $ |
| Supplies/Equipment (detail below)\* | $ | $ |
| Advertising/Printing | $ | $ |
| Other 1 (please specify): | $ | $ |
| Other 2 (please specify): | $ | $ |
| Other 3 (please specify): | $ | $ |
| **Total Expenses** | $ | $ |

**\*If you are applying BCF Dollars to any of these items (staff salaries, contracted services, or supplies/equipment) please explain by answering the following questions.**

1. Please explain what expenses constitute your proposed Contracted Services and Supplies/Equipment line items. Be specific about how Benton Community Foundation grant dollars would be spent.

1. Detail your salary needs for this project and, if this is part of an ongoing project, how you propose to meet those salary needs in the future.

***Organization Agreement and Signature***

With my signature I certify the following:

1. all information in my application is correct to the best of my knowledge;
2. I am authorized by the governing board of this organization to submit this grant application to Benton Community Foundation;
3. this organization and/or fiscal sponsor is in good standing with the IRS, retains its 501(c)(3) tax-exempt status, and is further classified as a public charity and *not* a private foundation;
4. that funds, if granted, will be used only for the purpose described in the application unless approved in writing by Benton Community Foundation, and
5. this information may be shared with Benton Community Foundation donors.

|  |  |  |
| --- | --- | --- |
| Name of Organization | | |
| Signature (electronic signature will be accepted) | | |
| Name (printed) | | Title: |
| Phone #: | Email: | |
| Date: | | |

*Submission Checklist:*

In addition to completing the application, the following items must be included before your application can be considered. **(Check boxes below to indicated items are included)**

IRS Letter of Determination, Verification of Government Agency, or Fiscal Sponsorship Information

Organizational Finances Request $5000 and under - Statement of Activities (Profit and Loss) for your most recently completed fiscal year

Organizational Finances Request $5001 to $10,000 - Statement of Activities for your most recently completed fiscal year, your Statement of Financial Position for the last two complete fiscal years, and a copy of your IRS 990 for your most recent fiscal year.

**Deadline: Monday, March 09 at 5 pm**

Please email your application in *one* document to [brittany@bcfgives.org](mailto:brittany@bcfgives.org) with the subject line of “2020 Grant Application”. If you must mail/hand deliver your application, it must *arrive* by 03/09/20 at 5:00 pm. You will be sent an email confirmation upon receipt. If you do not receive a confirmation, please follow up with Brittany Kennedy, Grants Manager at 541-753-1603 or [brittany@bcfgives.org](file:///\\Server1\Shared\Community%20Grant%20Cycle\2019%20Grants\brittany@bcfgives.org)