BENSON AREA COMMUNITY FOUNDATION

A. GRANT GUIDELINES

It is the responsibility of grant applicants to comply with these Guidelines.

In reviewing applications for grant funds, the BACF Board of Directors will consider the following points in its deliberations:

- The proposal should be submitted by a 501c3 organization, a unit of government or by a public agency. Organizations that are not tax exempt must apply through a suitable fiscal agent willing to accept financial responsibility for the project.
- BACF prefers projects submitted by local applicants.
- The proposed project should avoid duplication of effort in regard to already existing services or items.
- A proposal should have clearly stated goals, timelines, and budget information.
- Partnerships are important. A proposal with evidence of community-based support and /or partnership will have a greater likelihood of approval. Evidence of such support might include letters of support from involved agencies, organizations, and individuals.
- Application funding requests must be for a minimum of $500.
- BACF customarily limits grand awards to 50% of a proposal's total projected budget. Generally, the remaining 50% should be provided by other sources.
- Additional project funding may be considered annually at a declining funding level for up to 3 years.
- In addition to completion of the online Southwest Initiative Foundation's (SWIF) application, the BACF **Supplemental Application Information must be completed and submitted to our email at bacfoundationgrant@gmail.com .**

BACF will give priority consideration to proposals that address the following local needs:

- Arts and humanities
- Community: education, development, and quality of life
- Health
- Parks and recreation

Applications for grants can only be considered for projects being implemented within the geographic boundaries of the Benson Area School District #777.

Applications can be submitted at any time during the year on our website. The BACF board will review applications twice a year.

Grant cycle one – deadline is September 30th Grant cycle two – deadline is March 31st

The types of activities or supports that BACF considers as priorities for use of its grant funds include but are not limited to:

- Conferences/seminars
- Exhibitions
- Publications
- Research
- Capital (ex: land, building renovation, equipment, computer systems
- Curriculum development
- Performances
- Program development
- Start-up funds

The BACF generally will **NOT** approve grants for:

- Religious purposes/activities
- Debt retirement
- Operating expenses
- Programs or services mandated by law
- Endowment drives
- Individuals
- Lobbying or political activities
- Ongoing, open-ended grants
- Administrative budgets for existing organizations
- National fundraising campaigns
- Scholarships

Financial concerns and project follow-up:

- When appropriate, grant applications for proposals should show evidence of one or more ways to continue the project beyond BACF funding.
- Grant funds not used for the approved project within **12** months of receipt must be returned to BACF.
- If more time to complete the proposed project becomes necessary, a request for an extension can be requested of the BACF. (Contact BACF Chair or Secretary/Treasurer)
- An extension request must include, at a minimum, explanations of why the additional time is needed, any budgetary changes and provision of a revised completion timeline.
- A written **Progress Report** about the status of the approved grant project is required at the time the project is completed or after **12** months following receipt of the grant funds**.**
  Progress Reports can be emailed to bacfoundationgrant@gmail.com .

B. SUPPLEMENTAL APPLICATION INFORMATION

To better evaluate proposed projects and award grant monies, the BACF requires all applicants to provide a bit more information in addition to that included in the Southwest Initiative Foundation (SWIF) online application. This includes:

1. More detailed budget information. List line-item figures/descriptions for the entire proposed project and the items that add up to the total grant request.
2. Generally, BACF prefers to fund no more than 50% of the projects total cost. Describe where the other 50% will be obtained.
3. If grant funds are not awarded or the award is less than requested, how will this affect the proposed project?

C. PROGRESS REPORT

BACF has a responsibility to insure that funds it grants to organizations to improve the community are used as proposed in their applications. To that end, a report by the applicant is required upon completion of the project or **12** months after receipt of the grant monies.

The progress report must address, at a minimum, the following items:

1. A narrative stating the status of the project. Provide photos, if possible.
2. Date the project was completed or an anticipated completion date. (If the project will not be completed in the time presented in the application, the BACF must be contacted to negotiate an extension).
3. Final total cost of the project.
4. An accounting of how BACF grant funds were expended as a part of the total.
5. Identify any unspent BACF funds remaining after project completion. Unspent monies must be returned to BACF.

Supplemental Application Information
BACF Grant Application

Project Title: _____ Contact Person: _____

Grant Amount Requested: $_____ Email: _____

As described in the **Supplemental Information** portion of the **BACF Grant Application** process please complete the following:

1. Proposed Project Detailed Information

Planned Steps To Complete Project	Timelines	Budget Amount For This Step
a.		$
b.		$
c.		$
d.		$
e.		$
		Amount of Total Project: $

2. Generally, BACF prefers to fund no more than 50% of a project's cost. Please describe how your "other 50%" will be obtained.

3. If grant funds are not awarded or the award is less than requested, how will this affect the proposed project?

4. Describe how the proposed project will continue beyond BACF funding? Will there be ongoing expenses and how will those be funded?

5. **Acknowledgments and Agreement** – please place an "x" in space provided.

☐ It is acknowledged that **BACF Grant Guidelines** are available on the BACF Website and have been reviewed.

☐ It is agreed that any funds provided by BACF will be used only as described in the **Application** documents**.**

☐ It is agreed that any unspent grant funds will be returned to BACF upon project completion.

☐ It is understood that if the project will not be completed in 12 months of the award, BACF must be contacted with a request to negotiate an extension.

☐ It is agreed that a **Progress Report** will be provided to BACF upon completion of the project **or** within 12 months of the receipt of BACF grant funds.

Grant Applicant Signature: _____ Date: _____

****Please submit your Supplemental Information to bacfoundationgrant@gmail.com after completing your online grant application to be considered for funding.**

Progress Report for BACF-Funded Project

Contact Information:

Organization: _____ Grant Project Title: _____

Start Date of Project: _____ Contact Person: _____

Address: _____

Email: _____ Phone Number: _____

Progress Description: include a brief description of the progress to date in completing the project.

Future Action Plan:

Planned Activities	Timeline	Budgeted Amount
1.		$
2.		$
3.		$
4.		$
5.		$

Agreement Statements (Please acknowledge by marking "X" in the boxes)

☐ We agree to use funds approved by the Benson Area Community Foundation in the original **Grant Application**.

☐ We agree to return any unspent grant funds awarded by the BACF for the project back to the BACF.

Grant Applicant Signature: _____ Date: _____

****Please submit your Progress Report to bacfoundationgrant@gmail.com when project is completed or 12 months after receiving grant funds.**