



2011 Ampersand Fund Grant Application

Please submit the following information to Bainbridge Community Foundation by **April 15, 2011**:

I. Applicant Information

- Organization name
- Address
- Contact person and title
- Contact phone
- Contact email
- Organization mission
- Operating budget (total expenses) for current fiscal year
- Number of full-time equivalent employees

II. Description of Grant Proposal (2 – 3 pages)

- Amount requested
- Type of request: General operations, project/program, or equipment/facility repairs
- Purpose of grant: Need to be met
- Action plan: How requested funds will be used
- Proposal budget: Revenue & expense budget for proposed purpose
Note: If grant request is for general operations, no budget information is needed beyond that provided in Section III
- Other financial support being sought for proposed purpose
- Expected outcomes: Impact of funding on persons served
- Sustainability plan: If proposed purpose goes beyond end of grant period how will it be funded in the future?

III. Organization Financial Information

- IRS Form 990 for most recently ended fiscal year: 990 EZ or 11-page “core form”
 - If your 990 for the most recently ended fiscal year is available on GuideStar, please so indicate and a copy does not need to be included in your application
 - If your 990 for the most recently ended fiscal year is not yet available, please provide the date the form will be available to BCF
- Balance Sheet (Statement of Financial Position)
- Income Statement (Statement of Activities and Changes in Net Assets)
- Operating Budget for current fiscal year
- Budget vs. Actuals for previous fiscal year

IV. Signature and Date

Please email completed grant applications to Jean Casey at grants@bainbridgecommunityfoundation.org.

Electronic submissions are preferred. If you cannot submit electronically, please drop off or mail two copies to: Bainbridge Community Foundation, 221 Winslow Way West, Box 305, Bainbridge Island, WA 98110

If you have any questions, please call Jean Casey at 206-842-0433.