



## 2011 Community Grants Cycle Application Guidelines

### Eligibility Requirements

Organizations meeting the following requirements are eligible for grants:

- Current 501 (c)(3) status
- Serve Bainbridge Island residents
- Located in Washington State

No grants will be made to any religious organization where the funds would be used in whole or in part to further the organization's religious purposes; to individuals; for any political purposes; or for any endowment funds.

### Funding Categories

Grants are made in the following four general areas: Arts, Culture and Recreation; Education; Environment; Health and Human Services.

Funds may be requested for:

- Specific equipment needs, including training expenses related to the request
- Facility repairs or improvements
- Projects or programs that are not part of the organization's general operations
- Support for an organization's general operating budget, including expenses such as rent, staff salaries or other costs of doing business that are not related to a specific program. Requests may represent a portion of the annual operating budget and do not have to be limited to a specific line item.

### Grant-Making Criteria

BCF grant making is done in compliance with guidelines established by the Council on Foundations National Standards Board.

In addition, three main principles guide BCF's Community Grants Cycle grant-making process:

- Grants should directly benefit the community;
- Priority should be given to proposals that benefit the greatest number of people or the most-underserved populations;
- Grants should have measurable outcomes: What quantifiable impact will the funding have on the community or on the population being served?

### Application Process and Deadlines

**By March 15, 2011:** Submit a **Letter of Interest** to BCF.

<http://www.bainbridgecommunityfoundation.org/Grants.html>

**By April 15, 2011:** If your organization meets the eligibility requirements for BCF's Community Grants Cycle, you will be invited to submit a **Grant Application**.

<http://www.bainbridgecommunityfoundation.org/Grants.html>



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### **Proposal Review Process**

The BCF Grants Committee will review all proposals. A site visit and additional information may be requested. BCF has found site visits to be very helpful in learning more about local non-profits and educating the community about their important work.

The Grants Committee will recommend to the BCF Board of Trustees the grant requests to fund. The Board of Trustees will make the final decision on proposals brought forward by the Grants Committee.

All applicants will be notified by telephone following BCF's June board meeting regarding the funding of their proposals. Funds for approved grants will be available in early July.

### **Grant Monitoring and Reporting**

BCF sees funded proposals as an opportunity to stay in touch with grantees and learn more about their organizations. This includes informal monitoring of the use of Community Grants Cycle funds as well as a required **Grant Final Report** due within 90 days of the close of the grant period.

<http://www.bainbridgecommunityfoundation.org/Grants.html>

Grantees' final reports are extremely useful in helping BCF assess the impact of its funding, identifying ongoing needs, and in encouraging donors to contribute to the annual Community Grants Cycle.

### **For more information about BCF's 2011 Community Grants Cycle, please contact:**

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