



2011 Community Grants Cycle 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

A. Grant proposals for general operations (any amount) or a project/program or equipment/facility repairs over \$2,500:

- 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

B. Grant proposals for a project/program or equipment/facility repairs less than or equal to \$2,500:

- 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

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.