

Organization: _____



Date: _____

Contact: _____

Bainbridge
Community Foundation

Community Grants Cycle Grant Proposal Requirements

Community Grant Cycle (CGC) proposals must include all of the items on the following checklist. **Please be sure you have checked off each item and include the checklist as the first page of your proposal.**

___ **CGC Grant Proposal Checklist**

___ **Proposal Cover Sheet: Applicant Information**

(http://www.bainbridgecommunityfoundation.org/images/CGC_ProposalCover.doc)

___ **IRS 501(c)(3) Determination Letter**

Financial Information:

___ **Audited financial statements or IRS form 990 for most recently ended fiscal year - 12/31/09 or 6/30/09**

Please include your 2008 990 or audited financial statements if your 2009 information will not be available in time. If you do not yet have a completed IRS Form 990 or audited financial statements for fiscal year ended 6/30/09, please provide the date when you expect to have it done.

___ **Internally-prepared statements:**

___ **Statement of Financial Position** (balance sheet) for 2009 **and**

___ **Statement of Activities and Changes in Net Assets** (income statement) for 2009.

___ **Operating budget for current fiscal year**

___ **Sources of income for current fiscal year **and** past fiscal year**

Include income from: Earned Income, Contributions from Individuals, United Way/Federal Combined Campaign, One Call For All, Foundations, Corporations/Matching Donations, Special Events, Memberships, and Other.

___ **Proposal budget**

Proposal budget should be submitted in a spreadsheet with a completed column for proposed expenses and blank column for actual expenses to be completed at the end of the grant period and submitted with the final grant report. See **Sample Proposal Budget** on BCF website: <http://www.bainbridgecommunityfoundation.org/Grants.html>

Please be accurate: If any single budget line item changes by 10% or more during the grant period you must notify BCF immediately.

___ **Other Financial Support Being Sought for Proposal**

Description of Grant Proposal:

___ **Mission and brief history of organization**

___ **Purpose of grant:** Need to be met; alternative solutions considered

___ **Action plan:** How requested funds will be used

___ **Measurable outcomes:** Expected impact of funding on the community or on the population being served

___ **Sustainability plan:** If for operating expenses, how will program be funded after end of grant period?

Please drop off or mail completed grant proposals to:

Bainbridge Community Foundation

Marge Williams Office Center

221 Winslow Way West, Box 305

Bainbridge Island, WA 98110

Phone: (206) 842-0433

Email: grants@bainbridgecommunityfoundation.org

Website: www.bainbridgecommunityfoundation.org