

# *Bethel Community Services Foundation, Inc.*

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## **FUNDING APPLICATION**

### Our Mission Statement:

The Foundation is dedicated to the development, growth, continuance and enhancement of community based programs and services. In partnership with other communal institutions, foundations, restricted and unrestricted philanthropic donors, it seeks to support effective community growth and development.

#### DIRECTORS:

Frank Neitz  
Tom Hawkins  
Melody Hoffman  
Brandon Leary  
Bob Hoffman  
Patricia Smith

### We can accomplish this by:

- Taking a chance on new ideas
- Understanding that stronger community comes from stronger relationships
- Supplementing, not supplanting
- Engaging stakeholders effectively
- Listening to and responding to the community's needs
- Energizing youth
- Forging new partnerships
- Strategic funding of programs and projects that will "set the ball in motion"
- Taking prudent risks, not being afraid to fail
- Developing sustainable enterprises
- Respecting cultural diversity
- Being a catalyst for positive change
- Talking and working with local government, business leaders, community organizations, and each other

#### STAFF:

Michelle DeWitt  
Executive Director  
  
Lisa Whalen  
Programs Officer  
  
Amanda Ferguson  
Gaming Manager

## **Introduction**

Healthy communities are made up of people and the services needed not just to sustain life but to make a community flourish. Bethel Community Services Foundation is a part of the community. It strives to do its part in participating in a healthy community by fulfilling its mission. We have a commitment to programs and services that address issues of importance to the community.

To serve this mission, the Foundation invites eligible organizations to talk to us about what you believe will make our community an even better place to live. What follows is guidance to help you determine whether your project fits within the Foundation's mission and funding guidelines.

## **Guidelines**

Prior to submitting a grant request, applicants are encouraged to first contact the Foundation to discuss eligibility and funding priorities. The Foundation first manages its funds and assets through an adopted Investment Policy and Asset Management Statement. The Foundation receives revenues from several sources. Categorically these are comprised of restricted and unrestricted funds. The Board of Directors annually adopts a budget that governs the use of these funds.

## **Types of Grants**

Aside from Business/Enterprise funding requests, grant applications may be submitted by eligible organizations for three different types of grants: Mini Grants, Major Grants, and Private Endowment Grants. The difference between the three types of grants relates to the size of contribution needed by the applicant, additional application materials required by the Foundation, and the application deadlines for each type of grant. Business/Enterprise funding requests may be accepted throughout the year and are reviewed and processed differently than grant awards.

The purpose of all grant requests must address the Foundation's mission and priorities:

- Bridge Grants: Our top priority is to work in collaboration with other organizations and institutions to plan and fund community improvements. Within this category, the Foundation will consider requests for project planning support and program start-up funding.
- Capital Grants: Of equal importance to the Foundation is supporting efforts to construct new buildings or repairing or remodeling existing buildings to better accommodate the provision of community services and cultural activities.
- Operating Grants: While not of equal priority, providing funds for ongoing programmatic operations are recognized by the Foundation as being of importance in special circumstances and will be considered on a case-by-case basis.

- Special Project Grants are less than \$5,000 and fund a particular activity/activities or specific equipment, supplies, initiatives, etc.
- Business/Enterprise Funding: This may comprise a variety of needs that the Foundation may consider participating in. The Foundation considers this a most important aspect of effective community development. Business/Enterprise funding is treated separately in the funding application.

<b>Mini Grants</b>	<b>Major Grants</b>	<b>Private Endowment Grants</b>
May request up to \$5,000.	Major request over \$5,001 -	Open – to be advertised. Award amounts regulated by individual endowments.
Application deadline is the 1 <sup>st</sup> working day of each month.	Application deadline is the 1 <sup>st</sup> working day of each quarter, in the following months: January, April, July and October.	Unless otherwise stipulated by the endowment, application deadline is the 1 <sup>st</sup> working day of October.
In addition to the 3 categories listed above, funding is also available to cover the expenses of volunteer community betterment projects sponsored by eligible organizations.		Please check with the Foundation for special instructions related to this funding opportunity.

### **Funding Preferences**

The Foundation prefers to fund in concert with others and to respond to needs outside of those covered by traditional funding streams. Therefore, funding requests which will either match the contributions made by other funders or challenge others to participate will receive preferential consideration. Additionally, requests that identify needs not currently met through other funding sources will also receive preference.

### **Eligibility for Consideration**

To be eligible for other than Business/Enterprise funding consideration, an applicant organization must have tax-exempt non profit status under Section 501(c)(3) of the Internal Revenue Service Code, or as a public or governmental agency, or as a federally recognized Alaskan Native organization.

Funding is not provided for:

- Political campaigns or candidates
- Lobbying activities
- Deficits or debt-retirement

- Tax liabilities
- Organizations that unfairly discriminate in any manner

### **Application Process**

Funding applications may be submitted at any time during the year, however, Mini Grant funding decisions will be made monthly, Major Grant funding decisions will be made quarterly, and unless otherwise stipulated Private Endowment Grants made annually. In order to receive funding consideration, applicants must deliver a completed application, with required attachments, prior to each deadline. If received after the deadline, applications for Mini or Major Grants will be considered at the next monthly or quarterly meeting, depending on the type of grant requested. Late requests for Private Endowment Grants will not be considered. **Applications must arrive by or before the deadline date and should be e-mailed to:**

**Michelle DeWitt**  
**Executive Director**  
**Bethel Community Services Foundation**  
[michelle@bcsfoundation.org](mailto:michelle@bcsfoundation.org)

### **Funding Awards**

Grant awards will only be disbursed following the execution of a Grant Funding Agreement between the Grantee and the Foundation. All Business/Enterprise awards will be disbursed through a Letter of Conditions. The Foundation recognizes that Business/Enterprise awards will typically require additional and often time extended requirements to meet the total funding objectives of a Grantee. The Letter of Conditions is intended to formerly stipulate these and provide both parties guidance as to the conditions and time lines by which approved Foundation funding will be disbursed or committed.

### **Additional Requirement**

Before granting a funding award the Foundation, at its sole discretion, reserves the right to request additional information or materials then that requested in the enclosed Application. Additionally, we may require a site visit by the Foundation staff as part of the staff's due diligence reporting and recommendation to the Foundation board.

# Bethel Community Services Foundation, Inc.

## Funding Application Cover Sheet

### Organization Information

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Contact Person for this Application: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Tax-Exempt Status:** Please check the appropriate box and attach a copy of your organization's tax determination letter or an official statement documenting public agency or sovereign status.

Nonprofit organization under IRC Section 501(c)(3)	
Public Agency or Unit of Government	
Tribal Government	
Tribal program under IRC Section 7871	

### Project Information

#### 1. Type of Funding Requested (please check only *one* box):

- ☐ Mini Grant from the Community Foundation Endowment fund (up to \$5,000)
- ☐ Major Grant from the Community Foundation Endowment fund (over \$5,001 - )
- ☐ Grant from a BCSF Area of Interest Fund:
  - ☐ John Malone Fund – grants to support individuals experiencing developmental disabilities or mental illness
  - ☐ YKDLS Fund- grants to support the swimming pool and water safety/swimming education
- ☐ ☐ Business/Enterprise Funding
- ☐

**2. Purpose of Funding Requested (please check only *one* box)**

- ☐ Bridge Grant
- ☐ Capital Grant
- ☐ Operating Grant
- ☐ Special Project Grant
- ☐ Loan/Loan Guarantee

**Total Project Cost:** \_\_\_\_\_

**Amount Requested of BCSF:** \_\_\_\_\_

**Date funding is needed:** \_\_\_\_\_

**Project start date:** \_\_\_\_\_; **Project ending date:** \_\_\_\_\_

**Organization/Program Description:** Briefly describe the following:

Founding Date:

Mission:

Services:

Geographic Area Served:

Population Served:

Governance Structure:

Fiscal Period:

- Calendar year
- Other, please define \_\_\_\_\_

Amount of annual operating budget for current fiscal period: \_\_\_\_\_; next fiscal period: \_\_\_\_\_.

Number of full time staff: \_\_\_\_\_ part time staff: \_\_\_\_\_ volunteers: \_\_\_\_\_

**Attachments: Please check that you have provided each of the following items (this section pertains to non-private enterprise grants).**

Financial Information

*Organization or Institution Level Financials*

1. Most recent audited financial statements for the organization. If audited financial statements are not available, please provide financial statements for the most recently completed program year. Please be sure to identify and describe any restricted funds.
2. If your organization has 501(c)(3) tax-exempt status, please attach the most recent form 990.

*Project Level Financials*

3. Detailed budget for the project for which funding is sought that clearly identifies, by line item, revenue and expenses, as well as identifying secured revenue sources. If the amount of revenue needed to fully fund the project, including a potential BCSF grant, is not secured, please describe how the remaining funds will be raised by identifying pending and planned sources of funding and when decisions will be made.

Other Attachments

4. List of your organization or program's Board of Directors or Advisors and their affiliations.
5. Copy of your organization's tax determination letter or other documentation of tax exemption.
6. If the project for which funding is sought is a collaborative effort, please list and describe the roles of each partner and attach letters signed by the chief staff person of each partnering organization describing and committing to specific responsibilities associated with this project.
7. Copy of business license(s) and program licenses if required.

- **If you are requesting funds for a Mini Grant, please answer only questions 1, 2, 4, 6 and 7. For a Major Grant, please answer all questions.**

**Narrative Section**

1. Describe the project for which funding is requested, including specific information about who and how many will benefit from this effort.
2. Describe how your project will contribute to the Foundation's mission:
  - Development, growth, continuance and enhancement of community-based programs and services; and,
  - Effective community growth and development.
3. Identify the project activities to be accomplished along with performance objectives and anticipated outcomes from each objective (you may attach as a narrative):

Activity	Objective	Outcome

4. Describe your organization's work plan and timeline for completing this project (you may attach as a narrative):

Task	Start/Completion Date	Comments

5. If the project for which funds are sought, expands or enhances the type of services provided, or increases the number of people served, please describe your organization's capacity to manage expansion and to sustain overtime the new level of service.
6. Identify the individuals responsible for managing this project and their qualifications for doing so.
7. Define "success" for this project and describe how you intend to evaluate the results.

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**Attachments for Business/Enterprise Applicants: Please check that you have provided each of the following items.**

Financial and Business Plan Information

1. Most recent audited financial statements for the organization. If audited financial statements are not available, please provide financial statements for the most recently completed fiscal year. Please be sure to identify and describe any restricted funds.
2. If a corporation, copy of articles of incorporation and by-laws. Copy of state and city business license.
3. Business plan including detailed budget for the project for which funding is sought that clearly identifies, by line item, revenue and expenses as well as identifying other funding sources that you have made application to. If the amount of funding needed to fully fund the project, including a potential BCSF participation is not secured, please describe how the remaining funds will be raised by identifying pending and planned sources, and when you anticipate decisions will be made.

**Narrative Section**

1. Describe the enterprise for which funding is requested, including specific information about products and/or services that will be provided.
2. A brief biographical summary of the principals involved in both management and ownership.