

Bethel Community Services Foundation, Inc.

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COMMUNITY MINI-GRANT FUNDING APPLICATION **MINI-GRANT AWARDS: UP TO \$5,000**

Our Mission Statement:

BCSF is dedicated to the development, growth, continuance and enhancement of community-based programs and services. In partnership with other community institutions, foundations and donors, it seeks to support effective community growth and development.

STAFF CONTACT:

Michelle DeWitt
Executive Director
michelle@bcsfoundation.org
907-543-1812

Lisa Whalen
Program Officer
lisa@bcsfoundation.org
907-543-1812

We accomplish this by:

- Taking a chance on new ideas & taking prudent risks
- Grantee/partner participation in defining success of projects, programs & services
- Understanding that stronger community comes from stronger relationships
- Engaging stakeholders effectively & supporting strengths-based approaches
- Listening to and responding to the community's needs
- Energizing youth
- Forging new partnerships
- Strategic early funding of projects/programs that have potential for positive impact
- 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

Introduction

BCSF supports programs and services that are important to our community and the Y-K Delta region. We do this through capacity-building, community convenings, fund development and grantmaking. We invite groups and organizations to talk to us about ideas for making our community and region- the place we love- an even better place to live.

Guidelines

We want your program or project to be successful, and we want to respect your time.

Therefore, we encourage applicants to contact BCSF staff and receive guidance to help you determine whether your project fits within the Foundation's mission and funding guidelines.

Prior to submitting a grant request, applicants are encouraged to first contact the Foundation to discuss eligibility and Foundation funding priorities.

Types of Grants

BCSF provides three kinds of grants: general community Mini Grants, general community Major Grants (more than \$5,000), and designated grants. The difference between the three types of grants relates to the size of contribution needed by the applicant, application materials required by the Foundation, application deadlines and the specific fund providing the grant award. *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 fit with the Foundation's mission and funding priorities:

- Bridge: BCSF prioritizes funding projects in collaboration with other funding groups. Within this category, the Foundation will consider requests for project planning, support and program start-up funding.
- Capital: BCSF will consider funding efforts to construct new buildings or repairing or remodeling existing buildings to better accommodate the provision of community services and cultural activities.
- Special Projects: BCSF will consider grants of \$5,000 or less which fund a particular activity/activities or specific equipment, supplies, initiatives, or community betterment projects sponsored by eligible organizations.
- Operating: 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.

Mini Grants
May request up to \$5,000.
Accepted throughout the year; BCSF typically takes two months to review a request, discuss the request with the grantee and make a funding decision through the committee/board process.
Mini Grants must address one of the four priority areas listed above (bridge/capital/special project/operating).

Funding Preferences

BCSF prefers to maximize impact by funding in collaboration with other groups and to respond to needs outside of those covered by traditional funding streams. Therefore, funding requests for which BCSF's support demonstrates community support for a project or program, requests that leverage awards from other funders, and "matching" grant requests 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 a Mini-Grant, an applicant must have tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Service Code, status as a public or governmental agency, or be a federally recognized tribe or tribal organization.

Funding is not provided for:

- Political campaigns or candidates
- Lobbying activities
- Deficits or debt-retirement
- Tax liabilities
- Organizations that discriminate in any manner

Application Process

Mini-Grant Funding applications may be submitted at any time during the year. Mini-Grant applications take two months after submittal to receive a final funding decision. BCSF prefers that Mini-Grant applications are submitted electronically to Michelle DeWitt at: michelle@bcsfoundation.org or Lisa Whalen at lisa@bcsfoundation.org. If the applicant is unable to scan and email, applications may be printed and returned to: BCSF PO Box 2189 Bethel, AK 99559.

Funding Awards

Grant awards will only be disbursed following the execution of a Grant Funding Agreement between the Grantee and the Foundation.

Additional Requirement

Before granting a funding award the Foundation, at its sole discretion, reserves the right to request additional information or materials. Additionally, we may require a meeting or 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: _____

Contact Person for this Application: _____

Telephone: _____ Fax: _____ E-Mail: _____

Chief Executive Officer: _____

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)

2. Purpose of Mini Grant Funding Request (if two options apply to your project, please check both and explain in the narrative)

Bridge Grant- *leverage other funding opportunities*

Capital Grant- *construct, repair or remodel infrastructure to better accommodate the provision of community services and cultural activities.*

Operating Grant- *ongoing programmatic operations*

Special Project Grant- *a particular activity/activities or specific equipment, supplies, initiatives, or community betterment projects*

Total Project Cost:

Amount Requested of BCSF:

Date funding is needed:

Project start date: _____; **Project ending date:** _____

Organization/Program Description: Briefly describe the following:

Date Incorporated:

Mission:

Services:

Geographic Area Served:

Population Served:

Governance Structure:

Fiscal Period:

- Calendar year
- 7/1-6/30

- 10/1-9/30
- Other, please define _____

Amount of annual operating budget for current fiscal period:

Number of full time staff: _____ part time staff: _____ volunteers: _____

Attachments: Please check that you have provided each of the following items:

Financial Information

Organization or Institution Level Financials

1. Does your organization receive an annual financial audit?
If so, what fiscal year was covered by your organization's most recent audit?
2. If your organization has 501(c)(3) tax-exempt status, what period was covered in the organization's most recent filed 990?

Project Level Financials

3. Provide a detailed project budget that clearly identifies, by line item, revenue and expenses. Please identify which revenue sources have been secured, which are pending and what other sources you plan to approach to complete your budget.

Other Attachments

4. List of your organization or program's Board of Directors and their affiliations.
5. Copy of your organization's tax determination letter.
6. If the project for which funding is sought is a collaborative effort, please list and describe the roles of each partner and whether or not those funds have been secured.
7. If special licenses are required for your project, please attach copies.

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

Task	Start/Completion Date	Comments

3. Describe your program's ability to manage this project:
4. Identify the individuals responsible for managing this project and their qualifications for doing so.
5. How does your program or organization define success for this project?
6. How do you plan to evaluate and communicate the results?
7. If you sought guidance from BCSF prior to submitting this application and were asked to provide specific information, please provide it here: