

Benton County Community Foundation

FY2016

Cover Page

Organization Name:

President/Director:

Address:

Email Address:

Phone:

Date Organization Established:

Project Summary:

Project Contact:

Phone:

Contact email:

Total Amount of Project Budget:

Amount requested from BCCF:

Attachment checklist:

Cover page

Narrative (no more than TWO pages)

Budget page

List of Board Members

Non-profit/501(c)(3) determination letter

Signature of Organization President/ Director:

_____ Date: _____

Benton County Community Foundation

Grant Policies 2016

The primary role of the Benton County Community Foundation (BCCF) is to establish endowed funds for the purpose of conducting a flexible community grant making program which addresses the most important needs of the community at any one time. The flexibility this requires is made possible by charitable donors who established unrestricted or field -of-interest funds and placed the decision making in the hands of the community leaders serving on the Board of Governors.

While the Board reserves the right to narrow the focus of community grants in the future, for the current year, grant proposals will be accepted in an open field of interest.

The Board of Governors will accept for consideration proposals from any non-profit organization in Benton County. Grant requests from individuals will not be considered.

The Benton County Community Foundation has a continuing interest in supporting institutions and projects that provide vital community services. However, the BCCF also has an interest in:

- Projects that provide innovation solutions for existing and emerging community needs
- Projects that encourage collaboration between local organizations.

While these are areas of strong interest to the BCCF, requests need not be limited to these interests.

See grant procedures on the following page.

Grant Procedures:

- Applicant will submit a complete grant application by 5pm, Wednesday, August 31st, 2016. No **LATE APPLICATIONS** will be accepted.
- The proposal shall include:
 - a. A cover page with the title of the project, organization name, signature of organization's president or fiscal agent
 - b. A description of the project and its potential impact on the community
 - c. Budget page
 - d. List of board members for your organization
 - e. Detailed description of community activities or projects your organization has been involved with over the past three years
 - f. Describe plans for publicizing this grant if funds are approved
 - g. If the organization plans to approach other sources for funding, please provide details of other sources and amounts to date.
 - h. Memorandum of Understanding if application is a collaboration of two or more agencies.
 - i. A signed agreement to submit a year-end report to the BCCF. Along with this, there should be an understanding that a representative from the organization will need to present a brief report on how the funds were used at a reception to be held in 2017.
- No attachments other than those listed will be accepted.
- Proposals are due by 5:00pm on Wednesday, August 31st 2016.
- Incomplete or late applications will not be considered

Email submissions are **strongly** recommended to bentoncountycf@gmail.com If you do not have access to a computer, please contact Tracey Spry at 660-438-7992 to make arrangements.

Awardees will be notified by September 15th, 2016, and awardees will be expected to attend a check presentation in October 2016 at a date to be determined.

Benton County Community Foundation

Project Budget 2016

Please List Below all items that will be purchased with the BCCF Grant Award:

Personnel (Salary or Contract individual)

Equipment (Any pieces of equipment, such as camera, computer equipment, etc). List Separately:

Miscellaneous (Office supplies, travel expenses, etc.) List separately:

Total request : \$

Use this space to discuss your budget requests and justify your costs associated with the request.

Scoring Scale for Benton County Community Foundation Grant Applications 2016

Organization Requesting Funds:

Points Possible Points Awarded

10 Points Signed Cover Page _____

15 Points Description of organization, purpose, and goals _____

20 Points Strategies are appropriate to reach goals _____

20 Points Outcomes are measurable and reflect project purpose _____

15 Points Budget complete and reasonable _____

20 Points Overall community impact _____

Total Points Awarded: _____

Reviewer Comments:

Other Possible Funding Sources:

Reviewed by: _____

Date: _____