



BRCF Community Grant Application

The Blue River Community Foundation provides funding for community projects, programs and organizations serving Shelby County residents in the areas of education, health, social services, civic and arts/culture (must use the Arts/Culture community grant application). These grants are awarded through various unrestricted and field of interest funds with the aim to improve the quality of life within our County.

Submission:

Submission of a grant application must be approved in advance by BRCF. Please contact the Program Director before submitting your proposal. This helps to alleviate the submission of inappropriate requests or requests that fall outside of BRCF guidelines. You may fill out the [online grant interest form](#), call the Foundation office at (317) 392.7955 or email lensminger@blueriverfoundation.com to discuss your proposal or for more information.

Eligibility:

While we welcome proposals addressing a broad range of initiatives and opportunities to serve the community, we encourage and give preference to the following:

- New or innovative programs that serve a broad spectrum of community members
- Projects that strive to serve/engage new or underserved populations
- Collaborative projects across various disciplines
- Projects that are impactful and transformational in nature
- Programs that show sustainability
- Grant funds will clearly help the group or organization pursue strategic plan objectives that advance their long-term institutional vitality and/or program quality

Applicants can find the full list of grant policies and guidelines for BRCF community grants by visiting our [website](#).

Components:

This application consists of four components:

- Cover Page (Organizational information and contact information)
- Organization overview (Basic information about the applicant organization and grant request)
- Proposal narrative (Detailed information about the project/program funds are requested for)
- Project budget sheet (Space is allowed for budget narrative as well)

Attachments:

This application requires the following attachments:

- Applicant organization's most recent year-end financial statements, audited if available, showing actual revenues and expenses.
- Most recently filed IRS 990 form
- Applicant organization's current year operating budget
- IRS determination letter (if not already on file with BRCF)
- Copy of fiscal agent agreement (if applicable)
- List of applicant organization's board members with contact information
- Any additional information that may be requested by BRCF

Please note:

- Organizations receiving a BRCF grant are expected to acknowledge this support in public meetings, programs, press releases, and advertisements with no less than the following language: *This program is made possible (in part) thanks to a grant from the Blue River Community Foundation.*
- All grants awarded require a grant report to be submitted to BRCF by the required deadline.

BRCF Community Grant Application Cover Page

Applicant Organization Name:	
Legal Name, if different:	
Federal ID #:	
Mailing Address:	
City, State, Zip:	
Organization Website:	
President/Executive Director:	
President/Executive Director Email:	
President/Executive Director Phone:	
Grant Contact, if different:	
Grant Contact Email and phone:	
Name of Fiscal Agent, if applicable:	
Fiscal Agent Contact Information:	
Name of Person Overseeing Project:	
Contact Email for Project Manager:	
Contact Phone for Project Manager:	

Applicant Organization Information -

FY Operating Income:	\$
FY Operating Expenses:	\$
# of Board Members:	
# Board Meetings per Year:	
% Board Attendance:	
# of Board Contributing:	
# of Full-time Employees:	
# of Part-time Employees:	
# of Other Employees:	
# of Volunteers:	
Is the organization an IRS recognized nonprofit?	Yes No
If no, please give a brief summary of intentions to become registered with IRS:	

Certification:

The undersigned certifies that the information contained in this application and supporting materials to be true and correct.

President/Executive Director Signature

Date

Proposal and Organization Summary Page

Application submitted by:	
Date submitted:	

Project Name:	
Dollar Amount Requested:	\$
% of Total Project Budget:	

Please provide the organization's mission and vision:

Has the organization ever handled a project similar to this request? Tell us the results, including both positive and negative outcomes. Be sure to include whether or not the program is still operating:

Provide a brief overview of the opportunities, challenges, issues or needs currently facing your organization:

Proposal Narrative

Please use the following points as a guide for your proposal narrative. Provide your narrative in a separate document. Please include these original numbered points, and be sure to address each one in your narrative. Please limit your narrative to no more than four pages. Please provide 1-inch margins and 12-point Times New Roman font.

1. Please describe in detail the project for which you are requesting funding.
2. Tell us how this project fits with the mission & strengths of your organization.
3. Why is this program needed/important to the community? How do you know?
4. Be sure to explain what you hope to change or accomplish with your project. Project benefits or outcomes in measurable terms. (Who will be better off and how?)
5. Identify the key staff or volunteers that will be overseeing this project, their qualifications and any specific training needs they may have to get to ensure the success of the project.
6. Explain how volunteers will or will not be used in the project.
7. Are there any local similar existing programs/projects? If yes, how will this differ?
8. Be sure to include how many will be served and the geographic area to be served.
9. Tell us how your group plans to engage the community or participants in this project.
10. Include a timetable for implementation.
11. Be sure to include information regarding any partnerships and collaborations and each organization's role in the project.
12. Explain how the project will be sustained in the future.
13. Be sure to describe your criteria for success and how that will be measured.
14. Explain how you will evaluate the impact of the project & how you will track results to demonstrate effectiveness?

Proposal Budget and Budget Narrative

Please use the [BRCF Community Grant Budget Worksheet](#) (attached) for this proposal. There is a page after the worksheet for your budget narrative if you need one. A budget narrative is not required but can be helpful in explaining items within your budget that you would like to explain further. This is also a good place to describe funds from other sources: who those funds are from and if they are secured or pending and when you might know if they have been approved.

Please be sure to save the form to your computer to ensure your information is accessible to you later.

If you have questions about this budget worksheet, please contact the BRCF Program Director by calling (317) 392.7955 or by emailing lensminger@blueriverfoundation.com.

Project Budget

Please Note: This is a simplified budget worksheet.

Only include applicable revenue and expenses related directly to the program or project for which you are requesting support.

DO NOT INCLUDE BUDGET INFORMATION FOR YOUR ENTIRE ORGANIZATION ON THIS WORKSHEET.

EXPENSES:	Contribution by Your Organization	Funds from other Sources	Request to Blue River Foundation	Projected Total Project Cost
Administration:				
These costs should not exceed 10% of the total program/project cost.				
Staff/Personnel				
Overhead Expenses				
Other (please specify)				
Consultants/Outside Professionals:				
Fees				
Travel				
Hotel and food				
Marketing/Promotions				
Design/Print costs				
Advertising Expenses				
Supplies & Office Expenses:				
Office Supplies				
Telephone				
Duplicating				
Mailing				
Other				
Equipment:				
Office				
Instructional				
Computer Equipment				
Software				
Space and Remodeling:				
Office Rental				
Renovation and/or Building				
Other:				
Total Direct Costs				
Indirect Cost				
Total Project Cost				

Budget Narrative