



FOUNDERS GRANT GUIDELINES & INSTRUCTIONS

To expedite the application process for grant requests up to \$2500, the Bryan Area Foundation has developed the Founders Grant application. This grant application has been abbreviated from the traditional Bryan Area Foundation Grant Application process, but follows the same deadline for submission and review, and includes the same eligibility requirements. If you have an urgent request outside the grant-cycle timeline, you may contact Amy Miller at the Bryan Area Foundation to be considered for an expedited application review.

ELIGIBILITY FOR FUNDING

The Bryan Area Foundation makes grants to tax-exempt 501(c)(3) organizations operating programs that benefit Williams County residents. The proposed grant request should further the mission of your nonprofit. Decisions about funding projects that are submitted by grant applicants will be made with the following guidelines in mind:

The Bryan Area Foundation normally does not fund:

- Operating expenses, including salaries, utilities, and annual campaigns
- Projects that promote any specific religion or beliefs
- Budget deficits or debt reduction
- Lobbying and/or political activity
- Endowment funds

GRANT AMOUNTS

Founders Grants are requests up to \$2,500. Any grant request over \$2,500 should use the full Bryan Area Foundation Grant Application.

HOW TO APPLY

The completed *typewritten* application form should be delivered to the Foundation's office at 124 S. Lynn Street, Bryan, OH 43506. The Foundation's mailing address is PO Box 651, Bryan, OH 43506. Applications cannot be submitted online. **Ask questions.** It is better to call the Foundation (419-633-1156) with questions than to submit inadequate or incorrect information.

APPLICATION DEADLINES

The Foundation Board considers grants four times a year – in December, March, June, and September. Completed applications must be received at the Foundation office by **12:00 PM (NOON)** on:

September 30	for consideration in December
December 31	for consideration in March
March 31	for consideration in June
June 30	for consideration in September

If the deadline falls on a weekend or holiday, the deadline for applications will be the first workday PRIOR to the deadline (e.g. Friday, if the deadline falls on a weekend).

Applications that do not contain all the requested information may not be considered. If information requested is not available an explanation is required.

In addition, Foundation board members may contact you to arrange a conference to discuss the application. This may be in the form of a site visit, telephone conversation, or a meeting. All proposals will be reviewed by Foundation staff for completeness and to assure that they fit within the Foundation's general guidelines. If, upon review, the application is considered incomplete for any reason, the application will not meet the submission requirements until the application is considered complete by the Foundation. Deadline extensions will not be granted so please submit a grant application well in advance of the deadline.

Once a grant is received, the Foundation requires that the funds be expended within 12 months from the award date. **Failure to use funds for the purpose designated will result in obligation to repay grant money.** If it appears implementation of the project or program will be delayed, the grant recipient must submit a written explanation that contains a request to encumber the funds for the following calendar/fiscal year. The Foundation's Board of Trustees will determine if the funds may be held over or if the applicant must reapply in a subsequent grant cycle. A Final Grant Report request will be mailed to the grant recipient at the end of the funded project to assess the success and the effectiveness of the use of the grant funds.

PROPOSAL REQUIREMENTS

- **Download and read grant guidelines and instructions.**
- **Complete and TYPE application. Handwritten applications will not be accepted.**
- **Contact the BAF office if you have questions about your proposal.**

Submit the following items to the BAF office prior to the deadline listed above.

- **The original Grant Application with requested signatures. (No copies needed for this proposal.)**
- **A copy of IRS determination letter showing 501(c)(3) tax exempt status.**
- **A copy of most recent 990, 990-EZ or 990-N as submitted to the IRS.**
- **If applicable. purchase estimates and/or project bids.**

The Bryan Area Foundation reserves the right to revoke any grant if the implemented project does not comply with our guidelines or fails to reflect the application that was submitted.