

Leaving a Legacy

Beresford Area Foundation Grant Application Form

Our mission is to invest the legacy from our past to build the future.

Submitting Organization [text box]

Tax ID # [text box]

Instructions for Completing Grant Application Form

If your organization is an IRS verified organization and has a tax ID number, your organization will be able to receive a direct BAF grant distribution. If your organization is not an IRS verified organization, it can still be eligible for a BAF grant but will require additional documentation upon approval.

Email completed BAF Grant Application Form to mjmc@bmtc.net. Application forms may also be sent by US Mail to Beresford Area Foundation, PO Box 84, Beresford, SD 57004. If submitted by mail, send only one (1) copy of completed application.

Please use a large paper clip to hold pages together, rather than folders, covers, or staples. Applicants are encouraged to contact the Foundation with questions about any of the application requirements by email at mjmc@bmtc.net or telephone Mike McGill at (605) 763-2057.

Identifying Information

Name of Organization: [text box]

Email: [text box]

Address: [text box]

City: [text box]

State: [text box]

Zip: [text box]

Contact Person: [text box]

Title: [text box]

Phone: [text box]

What is the amount of grant monies requested from BAF..... [text box]

What is the total project cost..... [text box]

Start date..... [text box]

When is this project expected to be completed..... [text box]

Briefly describe your non-profit organization:

[Large text box for organization description]

Project Description Please use the spaces provided on the application form whenever possible.

Description of the Project:

[Large text box for project description]

The need for the project and the number of people impacted:

Describe the community support for the project:

Project Continuation Plans: Describe the expected results and the probability of continued support. Please indicate whether such support is projected from grants, donations, and contracts or fees:

List names of any agencies or organizations collaborating with you on this project and summarize their role in the project:

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**Project Budget**

Funds requested from Beresford Area Foundation.....

Grant Funds from other Agencies for this Project.....

Funds from your Organization.....

Other Sources of Funding.....

Total Project Cost.....

Provide a narrative of project budget information, including details of any matching funds or grants. The narrative must also indicate how the Beresford Area Foundation funds will be spent and over what period of time:

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***Additional Information and Authorization***

List names & titles of your Organization's . . .

Executive & Administrative Staff:

Board of Directors:

Names and qualifications of staff (existing or new) who will be responsible for this project:

I acknowledge that all information in this grant application is true and correct to the best of my knowledge. I also certify that the funds applied for will benefit charity or a non-profit purpose.

Authorized Signature:

Date:

Print Name:

Title:

# Beresford Area Foundation

## Grant Application Criteria

The Beresford Area Foundation accepts grant application from February 15th through April 1st each year. The BAF Grant Committee score the applications, forwards recommendations to the Foundation Board of Directors, and the Board makes grant awards at their April meeting. All grant applicants will be notified of the status of their application in writing by May 1st.

Organizations that have been IRS verified and have a Tax ID Number are eligible to receive a direct grant distribution from the Beresford Area Foundation. Organizations that have not been IRS verified can still be eligible to receive a grant, however they will be required to submit additional documentation to the Foundation upon grant approval.

### ***Grant Guidelines***

The Beresford Area Foundation accepts grant applications that are directed toward specific projects or programs that will enhance the quality of life for Beresford residents. Grant applications to fund recurring programs, ongoing operations, payroll, or overhead expenses are generally not eligible for consideration. To avoid undue reliance on Foundation grant funds, specific projects are generally not eligible for grants awards for more than two consecutive years.

Grant awards are generally approved in the range between \$500 and \$5,000, with exceptions considered based on the merit of individual proposals. Larger funding requests, multi-year funding requests, or a combination thereof may be proposed for larger projects with significant community-wide impact.

The Foundation Grant Committee scores grant applications using a weighted matrix that includes consideration of these criteria:

1. Benefit of proposed project/program
2. Community support of project/program
3. Number of people impacted
4. Cost per person impacted
5. Timeline of project
6. Likelihood of ongoing success
7. Financial or in-kind contributions by applicant
8. Contributions by other organizations
9. Advance planning and logistics of project/program
10. Track record of submitting organization

### ***Administrative of Grant Awards***

Grants awards may only be used for the purpose stated on the application. The Foundation may require a site visit to monitor progress and confirm accomplishment of project objectives. Applicants must inform the Foundation office in writing of any significant changes in project status, organizational status or project implementation.

Verification of project progress is required prior to distribution of grant funds. Requests for a change in project eligible expenses must be submitted to the Foundation prior to expenditure of grant funds to avoid default on the grant award.

Organizations receiving grant awards are required to complete a brief *Project Review and Evaluation* form and submit it to the Foundation within 60 days of expenditure of grant funds.