

Policies and Procedures of the Barbour County Community Foundation

Grants made from Unrestricted Funds of the Foundation

A. Eligibility: To be eligible for a grant from the unrestricted funds of the Barbour County Community Foundation (BCCF), an applicant must be a private, non-profit organization tax exempt under section 501 (c)(3) of the Internal Revenue Code, or they must be a public institution. Requests from individuals will be accepted. Either the applicant or the program to be funded must be located in Barbour County. Grants are made for one year only. No multi-year commitments will be made.

B. Grant Priorities: The BCCF focuses its grant making in the following areas of interest:

Arts and Culture	Education
Health and Human Services	Youth and Community Services
Recreation	

The BCCF places priority on the following types of projects:

1. Special projects not part of the ongoing maintenance or operation of the organization.
2. Seed money for pilot projects or for new organizations designed to respond to unmet or emerging community needs.
3. Capital and equipment needs.
4. Matching grants to provide leverage for additional funding.
5. Sudden or urgent needs where prior planning for such needs could not have reasonably been made.

Generally, grants are **NOT** made for:

Annual fund raising campaigns	Endowments
Sectarian or religious purposes	Political or lobbying activities
Travel / Participation in meetings.	
Conferences, seminars, and study exchange programs	

C. Deadlines: The BCCF makes grants once each year. Applications must be postmarked by November 30, 2009.

D. Application Guidelines: The BCCF requires the use of a standardized application form. (Attached) Applicants may submit a brief letter, signed by the organization's chief executive, describing the

proposed project. The letter should be limited to two pages and should include the following: **(Note: The letter is not required)**

1. Description of Applicant Organization-mission, goals, and objectives.
Population served.
Name, address and telephone number of contact person.
2. Description of the Project.
Specific need to be addressed
Who/how many will benefit.
Project goals and objectives.
Names and qualifications of persons to carry out the project.
How the project will be evaluated.
Timetable for the project.
How the project fits into the Foundation's grant making priorities.
3. Project budget.
Complete (all funding) budget of the project.
Amount requested from BCCF.
Sources of other funding.
Future funding, (if applicable)

The following materials, if available, should be attached to letter:

1. List of officers and board members.
2. Copy of IRS 501 (c)(3) exempt determination letter.
3. Most recent annual financial statement (preferably audited).
4. Current annual operating budget, including income and expense.
5. Supplementary information if applicable.

E. Review Process: Applications are reviewed by an independent committee appointed by the BCCF, who make recommendations to the Board of Directors.

F. Notification Process: The foundation's board will make final decisions on all applications at its January meeting. (The third Tuesday of the month) Applicants will be notified as soon as possible after the January board meeting. If awarded a grant, the organization may receive payment by submitting a request for funds two weeks prior to needing them.

G. Reporting Requirements: Grantees are required to report on the use of the grant funds after completion of such use on a "Grant Completion Report". This form is enclosed with your notice of award.

H. Grants Not Repeated: The BCCF will not repeat grants year after year to any agency where such grants are used as part of the agency's current operating budget, or where an agency may become dependent on such grants to be a regular part of the agency's current operating income.