

INFORMATION FOR GRANTSEEKERS

THE BIRD CITY CENTURY II DEVELOPMENT FOUNDATION, established in 1986, is entrusted with the responsibility, through philanthropy, to provide for the revitalization and enhancement of our community for the benefit of the present and future generations of local residents. As a community foundation, the Bird City Century II Development Foundation is a nonprofit organization that attracts and holds in perpetuity charitable funds. Income from those funds is distributed through grants to charitable nonprofit organizations and public agencies, and is also used to support programs that contribute to community vitality.

The Bird City Century II Development Foundation makes grants from several types of funds, including, but not limited to:

- **Discretionary** funds enable the Community Foundation to respond with maximum flexibility to emerging and future charitable needs within our community. No restrictions are placed by donors on how these funds are to be used.
- **Geographic or Field of Interest** funds support charitable organizations and activities within a specific geographic area or within a particular charitable field such as arts and culture, community development, education, civic projects, and health and human services.
- **Donor-Advised** funds enable donors to recommend distributions to specific charities and activities. While such recommendations cannot be binding, the Community Foundation is pleased to have the opportunity to consider those recommendations when grants are decided upon.

WHO IS ELIGIBLE TO APPLY FOR FUNDING?

Grants are made to nonprofit organizations exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code and to public/governmental agencies. Grants are not made to individuals.

WHAT ARE THE GRANTMAKING CRITERIA?

The Bird City Century II Development Foundation focuses its grantmaking around the theme of *community building*. The Foundation gives priority to projects or organizations that promote:

- **Attracting** new living-wage jobs, and retaining existing jobs
- **Strengthening** the capacity of community organizations to do their work.
- **Leveraging** dollars received from the BCCII to obtain additional or future funding
- **Collaboration** among nonprofits, programs, and governmental agencies to enhance services without duplication.
- Raising the **effectiveness** of an organization or particular service to a higher level
- Focusing on or addressing a **community issue** or meeting a community need

In addition to evaluating each proposal against the above priorities, the Community Foundation asks the following questions about each grant request:

- Does the organization make maximum use of volunteers?
- Does the organization demonstrate sound fiscal management practices?
- How will the work of the organization be evaluated?

Awards generally range in amounts between \$500 and \$5000; grants of greater or lesser amounts may be considered.

Please Note: Low priority is given to capital campaigns, annual campaigns, and debt retirement.

Activities or programs for lobbying are ineligible for Community Foundation funding. Generally, an organization may apply only once within a twelve month period; and applications from organizations with outstanding final reports from prior grants will not be considered.

WHAT IS THE APPLICATION PROCESS?

Proposals must be received, complete with all items, at the Bird City Century II Development Foundation office no later than 5:00 PM on the day of the deadline. The deadline is the last day of each month, to be considered at the next month's regular meeting of the Board of Directors. Please do not bind your proposal. Proposals sent by fax or e-mail will not be considered.

WHAT IS THE REVIEW PROCESS?

The review process includes an initial staff screening, a site visit, and a possible outside independent reader review before the Distribution Committee makes its recommendation to the Board of Directors. Applicants are notified by mail of an award or decline within sixty days of the application deadline.

DO WE HAVE TO SUBMIT A FINAL PROJECT REPORT?

Yes. A final project report will be required from all grant recipients. The due date for your final report will be announced in your award letter.

BIRD CITY CENTURY II DEVELOPMENT FOUNDATION APPLICATION

Please review the guidelines and eligibility criteria thoroughly prior to completing the application. Print or type your responses below. Complete the application in full and include required attachments. Please mail the completed application with one (1) copy to the Bird City Century II Development Foundation. Questions? Call us at 785-734-2556.

Application Cover Sheet

Date of Application:

ORGANIZATION INFORMATION

<i>Legal Name of Organization</i>									
<i>Address</i>									
<i>Telephone</i>				<i>E-mail</i>					
<i>Organization Contact</i>					<i>Phone</i>				
<i>Organization Description</i>									
<i>Is your organization recognized by the IRS as a 501(c)(3) charitable nonprofit?</i>						<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>
<i>Tax ID#</i>				<i>OR an applicant for 501(c)(3) status</i>		<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>
<i>Date filed</i>		<i>If not, is your organization a public/government agency?</i>				<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>

PROPOSAL INFORMATION

<i>Project Name</i>										
<i>Project Contact</i>						<i>Phone</i>				
<i>Type of support requesting</i>		<input type="checkbox"/>	<i>Program/Project Support</i>		<input type="checkbox"/>	<i>General Operating</i>		<input type="checkbox"/>	<i>Capital</i>	
<i>Charitable Field</i>		<input type="checkbox"/>	<i>Arts & Culture</i>		<input type="checkbox"/>	<i>Civic</i>		<input type="checkbox"/>	<i>Community/Economic Development</i>	
		<input type="checkbox"/>	<i>Education</i>		<input type="checkbox"/>	<i>Health & Human Services</i>				
<i>Dollar amount being requested</i>						<i>Total anticipated project budget</i>				
<i>Annual organization budget, if any</i>										
<i>Proposal Summary (2-3 sentences):</i>										

REQUIRED SIGNATURES

<i>Signature of President or Board Chair</i>	<i>Date</i>
<i>Name (Print or Type)</i>	

Narrative

ORGANIZATIONAL INFORMATION

Briefly describe the history and/or expertise of the organization: include your mission statement and whom you have traditionally served.

PURPOSE OF THE GRANT

The problem or opportunity to be addressed and how that focus was determined.

Specific activities for which you seek monies, including:

What do you plan to do?

Who will carry out those activities?

When do you plan to carry out those activities?

Other organizations participating in the activity, if any?

Briefly describe the project activities or steps you will take to carry out your project. Include a timeline, key staff/or volunteers responsible for the main portions of the plan.

EVALUATION

What results or outcome do you believe you will achieve with the proposed project? How will it address the issue or need indicated in your grant purpose?

How will you evaluate the progress and success of your project? Please include an explanation of how you plan to measure achievement toward your goals..

If your project costs more than you are requesting from BCCF, how do plan to cover those costs. Please explain steps that have been or will be taken, to secure additional funding or in-kind support. (This section should offer explanation of items listed in the Income/Expense sections of the project budget form)

Is this a one-time or a continuing project? If continuing, how will you support the project after the Community Foundation funding ends?

ATTACHMENTS

- List of board members and their professional affiliations
- Financial statement for most recent year
- Letters of support from any cooperating organizations
- Copy of 501(c)(3) determination letter from the Internal Revenue Service
- Final report for previously funded grant, if applicable

APPLICATION CHECKLIST

_____ Application cover sheet with authorized signature.

_____ Proposal narrative.

_____ Attachments.

_____ Original and one (1) complete copy of the application.