



Grant Guidelines

Please review these grant guidelines before filling out the attached application. Questions? Contact Kara at 701.222.8349 or Kara@ndcf.net.

- Grants shall be awarded only to those organizations designated by the IRS as **501(c)(3)** nonprofit tax exempt, or government agencies.
- Grants shall be awarded to organizations within the cities of Bismarck and Mandan, and Burleigh and Morton counties, as determined by the Advisory Committee.
- Grants to religious organizations are limited to those activities which are non-denominational and serve the entire community (e.g. food pantry, community daycare center, homeless shelter).
- Application forms are available online at www.bismancommunityfoundation.org.
- Applicants must submit a completed application form and may include supporting materials.
- Only one (1) request per organization per year will be considered.
- Deadline for submissions is **September 30**, but may be extended at the discretion of the Advisory Committee.
- Grant priorities:
 - BMCF does not have a narrow area of focus. The Committee looks at each project on its merits.
 - BMCF does not make multi-year grant commitments.
 - Emphasis is placed on helping applicants who have limited access to other sources of funding.
 - A low priority will be given to projects already substantially supported by government, or which in the opinion of the BMCF Committee, can and should be provided for by taxes.
 - Grants for sectarian projects will receive a low priority.
 - Grants for operating funds will receive a low priority except for temporary emergency or transitional circumstances.
 - Grants to national organizations will receive a low priority.
 - Grants will be denied to organizations and projects that exist to influence legislation, carry on propaganda, participate in political campaigns, or which threaten to cause significant controversy or divisiveness.
 - A low grant priority will be given to those organizations which field substantial fund-raising each year with paid and volunteer staff.
 - Grants are not made to individuals.

BisMan Community Foundation

Grant Application Form

DO YOU QUALIFY FOR A GRANT? *Please mark only one. **EIN required.***

Organization is an IRS 501(c)(3) not-for-profit. Federal ID# (EIN): _____

Organization is a unit of government. Federal ID# (EIN): _____

Organization has a written agreement with a fiscal sponsor* who is a 501(c)(3) or government agency.
Sponsor's Federal ID# (EIN): _____

If you cannot mark any of the above, your organization does not qualify for a grant. Please contact your local community foundation representative or NDCF if you need help finding a fiscal sponsor.*

The following items are required to be considered for a grant:

Nonprofit 501(c)(3) organizations

- o Copy of your 501(c)(3) determination letter (issued by the IRS) **OR** a copy of your fiscal sponsor's determination letter **and** written sponsorship agreement.
- o List of board or committee members and their employers and/or community affiliations.
- o Project budget, including other sources of funding.
- o Financial statements from your most recently completed fiscal year **OR** organization's most recent Form 990.
- o List of companies and foundations that you are soliciting for funding **and** dollar amounts, indicating which sources are committed, pending, or anticipated.

Government agencies

- o List of board/committee members.
- o Detailed project budget, including other sources of funding already secured.
- o List of companies and foundations that you are soliciting for funding **and** dollar amounts, indicating which sources are committed, pending, or anticipated.

APPLICANT INFORMATION

Name of Organization or Group Applying for Grant

Mailing Address

City

State

Zip

Primary Contact Person

Title or Role

Phone

Email

FISCAL SPONSOR INFORMATION (IF APPLICABLE)

Name of Fiscal Sponsor - (Organization to receive grant must be 501(c)(3) or government agency)

Mailing Address

City

State

Zip

Fiscal Sponsor Representative

Title or Role

Phone

Email

**Fiscal sponsorship is an arrangement between a 501(c)(3) public charity or unit of government and a project that does not have that tax status, in which the charity receives and expends funds to advance the charitable work of the project while retaining discretion and control over the funds.*

Project Details

Amount Requested \$ _____ ~~W~~Would you accept less than the requested amount? Yes No

Project or Program Title _____

Project Narrative (Continue on next page if needed.)

Describe your project/program and why you are requesting a grant. Please include:

- The demographic and/or geographic group(s) served
- Is this a one-time or on-going project? Is it new or existing?
- If this is a long-term or permanent program, how will it be sustained beyond this grant?
- How will the community benefit from this project/program?

REMINDER Before submitting your application, please be sure to include all of the required items listed on page 1. Incomplete requests will not be considered. Contact us if you have any questions before submitting your application.

Send completed application & materials by mail
BisMan Community Foundation
PO BOX 387 ~ Bismarck, ND 58502

OR

Email
info@ndcf.net

AUTHORIZATION

Signature

Date

Print name

By signing, I certify that all statements and information provided in this application are true, complete and correct to the best of my knowledge, and are made in good faith. I understand that statements or information furnished on this form are subject to verification and I agree to furnish supporting documents or information when so requested.