

BCF Capacity Building Grant

Billings Community Foundation

Instructions & Organizational Information

Grantee Instructions:

Thank you for partnering with the Billings Community Foundation. We look forward to supporting you're efforts to make the Greater Yellowstone Region a great place to live!

***DEADLINE for Application: Sunday, June 28th at 8PM.**

Complete the following application and submit electronically. You will receive a confirmation email once your application has been successfully submitted.

Grant Cycle Schedule

June 1: Applications Open

June 28: Applications Due

July 1 – July 31: Grant Committee Evaluation

August 1 – August 31: Grantee Selections

September 1 – September 30: Grantee Notification & Public Announcement

October 2020: Grant Awards Celebration

Please note: You may start this application, save it, and return at anytime before the deadline has passed. Once applications have been submitted, they are no longer available for editing.

If you have any questions please contact us at 406-839-5552 or email admin@billingscommunityfoundation.org.

Name:*

Character Limit: 250

Title:*

Character Limit: 250

Email:*

Character Limit: 254

Primary Organization Name

Character Limit: 250

EIN*

Character Limit: 250

Organization Website

Character Limit: 2000

Facebook:

Character Limit: 2000

Cause Served:*

Please select all that apply:

Visit Charity Navigator for a more detailed breakdown of these Category and Cause definitions.

Choices

- Animals
- Arts, Culture, Humanities
- Community Development
- Education
- Environment
- Health
- Human and Civil Rights
- Human Services
- Other
- Religion
- Research and Public Policy

Community Served by the Organization*

Please select all that apply.

Choices

- Bighorn County
- Carbon County
- Custer County
- Fergus County
- Musselshell County
- Rosebud County
- Stillwater County
- Treasure County
- Yellowstone County

Mission Statement:*

Character Limit: 1000

Staff Capacity:*

Number of staff currently employed by the organization.

Character Limit: 250

Current Board Memebers:*

Please upload a list of current Board Members.

File Size Limit: 2 MB

Total Organizational Budget*

Please indicate your total organizational budget.

Character Limit: 20

Organizational Budget*

Please attach an organizational budget for the current fiscal year.

File Size Limit: 3 MB

Statement of Financial Activity*

Please attach the most recent Statement of Financial Activity (profit and loss statement).

Optional Comments on uploaded financials you'd like the grants committee to take into consideration.

Character Limit: 250 | File Size Limit: 3 MB

Permanent Endowment*

Does the organization have a permanent endowment held by the Billings Community Foundation?

Choices

Yes

No

Application for Funding

Project Name*

Enter the proposed **Project Name**.

Character Limit: 100

Amount Requested*

Community and Regional Impact Grants | Up to \$5,000

Character Limit: 20

Project Summary*

Include a concise description of the capacity building project and how it would improve the effectiveness of the organization? What key opportunities and issues has the organization faced in recent years?

Character Limit: 2000

Key Programs:*

Include a concise descriptions of the key programs currently offered by your organization.

Character Limit: 2000

Statement of Community Need:*

Describe the unmet community need and how it is addressed through the programs offered by your organization. Please cite sources of any data used in this section.

Character Limit: 2000

Scope of Work and Timeframe:*

Based on the organizational needs, what activities do you anticipate will be accomplished through this process?

When do you hope to have the scope of work completed?

Character Limit: 1500

Measuring Impact:*

*Describe the desired **quantitative** and **qualitative** outcomes and time by which they will be achieved.*

How will the data be collected and the outcomes measured?

Character Limit: 1500

Collaborations and Partnerships:*

Describe any other organizations, projects, or programs in the service area that offers similar or complementary services to what you intend to provide.

Describe any coordination or collaboration that is currently in place with these or other organizations/programs to enhance serves.

Describe any plans to coordinate or collaborate with these or other organizations/programs.

Character Limit: 1500

Project Budget*

Please upload a copy of your project budget:

Revenue:

Grant Requests

Earned Income

Individual Contributions

Corporate Support

Expenses:
Personnel
Contracted Services
Training/Travel
Supplies

Budget Template Download

File Size Limit: 5 MB

Foundation Recognition:*

Please describe how your organization recognize the Billings Community Foundation if the grant is awarded?

Character Limit: 2000

Supporting Materials - OPTIONAL

Please attach any supporting documents you would like the Grants Committee to take into consideration.

File Size Limit: 3 MB

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