

**Berger North Foundation
Application for Discretionary Grant**



APPLICATION FOR DISCRETIONARY GRANT

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FORMATTING

- Proposals should be typed in 12-point font (Times New Roman, Calibri, or similar) with one-inch margins on all sides.
- Pages should be numbered.
- Proposals should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner is sufficient.
- Proposals should be on 8 1/2" x 11" white bond paper.
- For hard copy proposals, submit 2 copies of the completed applications. Electronic submittal/email is preferred.
- Attach the completed COVER SHEET to the front of the application. (This form should have been provided by your Berger North Foundation representative.)

SECTION I

IDENTIFICATION OF APPLICANT

(One Page)

- Application Date
- Legal Name
- Address and telephone number of principal office
- Organization name and contact information (full address, including mailing address if different of principal office, telephone number, and website)
- Name, title, telephone number, and email address of CEO or Executive Director
- Name, title, telephone number, and email address of contact person for this proposal (if different)
- Type of Entity
- Federal Identification Number

EXECUTIVE SUMMARY

(Please limit the length of the Executive Summary to no more than four pages)

- Dollar amount of this funding request
- Organization's fiscal year (beginning date and end date)
- Period this funding request will cover
- Purpose of this funding request, including brief description of the population and number of individuals served, and geographic area(s) that will benefit (as applicable)

- Signature of executive director or other authorizing official

Note: In the Executive Summary Applicants should state the need or issue addressed by the request. It should be focused, and not an attempt to provide an in-depth introduction to the topic as a whole. What are you going to do? Whom are you seeking to serve? Where are they?

SECTION I ATTACHMENTS

- Copy of IRS tax-exempt determination letter
- Completed COVER SHEET form

SECTION II.

QUALIFICATIONS OF APPLICANT

- Describe your organization's history, mission, and goals.
- Describe the role of your organization's board of directors, including how your board carries out its responsibilities for financial and programmatic oversight and fundraising. Describe the role of the board as it relates to your leadership and staff. Provide a brief description of your board's engagement in your organization's work, the committees of the board, and the board's fundraising, as applicable. Berger North Foundation wants to see that your organization has a sound governance structure that enables them to effectively carry out their work. We like to see that the board is engaged in fundraising, or that board members make personal financial contributions to the organization. We also like to understand the role of the board as it relates to your leadership and staff. Are there any formal modes of communication and financial oversight in place? If so, describe those briefly. This question is not asking for a list of board members; that information will be included with your proposal as an attachment.
- Describe current activities, recent accomplishments, and future plans. "Recent" refers to the past 12 months. "Accomplishments" may include statistics on the organization's successes in pursuing its mission. Additional appropriate information might include any awards won by the organization or staff members, significant national grants received, or new programs or products produced. You should also include a brief synopsis of the work that your organization plans to undertake in the near future (i.e., during the period for which you are requesting funding).
- Describe how the population you serve is involved in the work of your organization.
- Briefly describe your most significant collaborations and partnerships with other entities in your field or geographic area. How does your organization leverage partnerships with others in the community to maximize effectiveness?
- Does the auditor meet with the board or a board committee?
- What financial information is given to the board and how often is it provided?
- What is the process used to annually evaluate your organization's Executive Director?

SECTION II ATTACHMENTS

- One-page organizational chart. The organizational chart is important in understanding the flow of responsibilities in your organization.
- Short biographies of staff and volunteers essential to the success of this request (no more than 1/2 page per identified staff member). Berger North Foundation is interested in finding out something relevant about those people most important to the success of the request and their qualifications in undertaking the proposed project. It is not necessary to include all biographical or career data. Given

the particulars of a project, it is possible, for example, that “essential” personnel may not include the Executive Director.

- List of board members with legal names, terms, occupations, and relevant affiliations.
- Anti-discrimination statement adopted by the board of directors.
- Current, dated Memoranda of Understanding or Memoranda of Agreement with other organizations for relevant collaborative or cooperative activities, as appropriate. (If you have no significant partnerships, this is not an applicable attachment.) Attached Memoranda should clearly delineate the responsibilities of all signatories. Berger North Foundation is interested in ensuring that any Memoranda are current, and that they show the date.

SECTION III NARRATIVE

(It is not necessary to provide duplicate information. Address the Section III Narrative not already answered in other sections of this application)

- Description of problem/need. Provide specific, data-driven information that shows a clear understanding of what the need in your community is.
- What is your proposed solution to this problem or need or program objectives?
- Describe the relationship between the objectives of the Berger North Foundation and the objectives of the proposed project.
- Explanation of the methods utilized to achieve and measure cited objectives.

PROJECT/ PROGRAM INFORMATION

(Complete the Project/Program section only if applying for project or program support.)

- What is the plan for implementation of this project? The implementation plan is a description of how the project will address the need – the specific tasks (daily, weekly, monthly, as appropriate) that will take place.
- Is this a new project? If yes, how was the project approach developed? What factors went into the decision? Was there demand from the community or the population you work with? Was there a change in circumstances (i.e., disaster, rise of an epidemic)? Why did this particular response emerge as the best? If not a new project, what have you accomplished so far? For existing projects, this question is similar to the one you answered about your organization under Organizational Information. This time, it refers to your project.
- What resources are available to implement the program?
- Project timeline with date of completion.
- Are there additional partners who you are working with for this project (who were not listed in the previous section)? If so, who are they and what are their roles?
- What results are you committed to achieving during the grant period? What is the timeline for accomplishing these results? What evidence will prove your success?
- How evaluation results will be used for program planning—for both the organization and for others doing similar work.
- Long-term strategies for funding this project beyond the grant period.
- Summarize similar program accomplishments in the past, including the extent to which your outcomes were reached (use bullets or a chart where possible).

SECTION IV.

FINANCIAL STATEMENTS

(All applicants must complete this section.)

You may submit this information in the format most convenient to you; it must, however, include as much detail as possible. The reports requested in this section should be provided in the order requested – that is, all reports for the previous year, followed by reports for the current year, then the projected figures for the next year (if applicable). Footnotes may be used to explain budget items.

- Amount of Funds Requested
- Schedule for Disbursement of Funds to Applicant
- Anticipated Funding Support from Sources Other than the Berger North Foundation
- List of priority items in the proposed budget, in the event that we are unable to meet your full request
- Budget narrative for each line item

SECTION IV ATTACHMENTS

Financial statements:

- Most recent audited financial statement and accompanying management letter for a complete fiscal year of the organization. If your financial statements have never been audited, indicate why – e.g. you are too small, or your organization is too new. Financial summary of your organization’s most recently completed fiscal year, including the original budget and actual revenue and expenses for that year.
- Most recently filed Form 990
- Current Year Budget
- Current Annual Report (if available)
- Organization’s year-to-date Statement of Financial Position (Balance Sheet).
- Organization’s year-to-date Statement of Activities (Income Statement).

- ORGANIZATIONAL BUDGET FORM (IF APPLICABLE)
- PROJECT BUDGET FORM (IF APPLICABLE)
- MULTI YEAR BUDGET FORM (IF APPLICABLE)

If you already prepared organizational and/ or project budgets that contain the information requested in the provided budget forms, you may submit them in their original formats. The Berger North Foundation budget forms can serve as a guide. Attach a narrative explaining the budget, if necessary.

These forms are also available in Microsoft Word, Excel, & PDF format on the *Applicant Tools & Materials* page under the “GRANTS” button on Berger North Foundation’s website www.bergernorthfoundation.org or you may request the applicable budget form and format from your Berger North Foundation representative.

SECTION IV CONTINUED

Sources of Income Table Complete the table below for the organization as a whole, based on the most recently completed fiscal year. Categories may be modified to fit your organization’s funding sources.

Percentage	Funding Source
%	Government grants (federal, state, county, local)
%	Government contracts
%	Foundations
%	Business
%	Events (include event sponsorships)
%	Individual contributions
%	Fees/earned income
%	Workplace giving campaigns
%	In-kind contributions (optional)
%	Other
%	TOTAL (must equal 100%)

REVENUE CATEGORIES:

Please use the categories listed below when developing the budgets requested above. Not all categories may be applicable to your organization or request. If there are revenue or expense categories not included in the list provided, include them as appropriate.

In addition, please list specific amounts requested from foundations, corporations, and other funding sources, as well as the status of those requests (pending or committed). Berger North Foundation is interested in knowing what other sources you have applied for funding, for what, and at what amount? Not all categories may be applicable to your organization or request. If a category has no amount attached, it can be omitted.

Be sure to include all revenue sources, committed and pending. For pending requests, please indicate the date you expect notification. This additional information can be submitted separately from the financial statements. Berger North Foundation wants to know that you are seeking funds from other sources as well.

1. Grants/Contracts:
 - a. Local/State/Federal Governments (please list source(s))
 - b. Foundations

- c. Corporations
 - d. United Way/Combined Federal Campaign and other federated campaigns
 - e. Individual Donors
 - f. Other (specify)
2. Earned Revenue:
 - a. Events
 - b. Publications and Products
 - c. Fees
 - d. Other (specify)
 3. Membership Income
 4. In-Kind Support (donated goods, services, equipment, non-cash items, volunteer hours)
 5. Other (specify)
 6. Total Revenue

EXPENSE CATEGORIES:

Include the total amount for each category relevant to your organization. Skip categories where you have no expenses.

For project support requests, please show two columns – one listing the total expense and one listing the specific costs requested in this grant proposal. Berger North Foundation is interested in seeing what percentage of a project or organizational budget they are being asked to support.

1. Salaries (total salary budget, number of positions, and whether full- or part-time)
2. Payroll Taxes
3. Fringe Benefits
4. Consultants and Professional Fees (itemize type(s) of consultant(s) and fees)
5. Travel
6. Equipment
7. Supplies
8. Printing and Copying
9. Telephone and Fax
10. Postage and Delivery
11. Rent and Utilities
12. Maintenance
13. Technology (if budgeted separately, specify hardware/software capital spending, maintenance, and/or training)
14. Evaluation
15. In-kind expenses
16. Other (specify)
17. Total Expenses

APPENDIX I

CAPITAL CAMPAIGN REQUESTS

Capital campaign requests are designated for the acquisition, construction, renovation, or improvement of a property. If applying for capital campaign support, provide the information requested below. Include information on the following, as applicable to your organization's request.

- Discuss the need, feasibility, and cost of the capital campaign, and its implications for the organization's ongoing operational expenses.
- Specify contributions in hand, as well as those that are pending or prospective.
- Specify loans, including amounts and terms.
- Include the financial participation in the campaign of the board and the capital/leadership campaign committee (percent participating and total contributed).
- Specify whether purchase agreements or purchase options are signed or imminent.
- Specify also whether regulatory approvals (e.g., Certificate of Need, zoning, historic preservation, and environmental impact) are in place or are imminent.
- Indicate if timing is a factor, i.e., if a "window of opportunity" exists that would affect the success of the campaign.
- Describe the impact of the project on the organization's operating budget.
- Green Building: Discuss any strategies your organization may be planning in order to minimize the environmental impact and maximize the efficiency of your new or renovated building if applicable.
- How evaluation results will be used for program planning—for both the organization and for others doing similar work.
- Long-term strategies for funding this project beyond the grant period.
- If there is additional information that is vital to convey in this proposal, do so here.

APPENDIX I ATTACHMENTS

- For capital campaign requests: List of members of the capital campaign/leadership committee.
- Schematic or conceptual drawings of your capital project on 8.5" x 11" paper.

APPENDIX II

CAPACITY BUILDING REQUESTS

If applying for capacity building support, provide the information requested below.

- Please provide a brief overview of the strengths and major challenges facing your organization at this time.
- Please describe the specific capacity issue or need to be addressed with this request.
- How was the issue identified? Include information about how the board and other key stakeholders were involved in identifying the issue or need.
- Is your organization currently working on this issue? If so, where are you in the process? Have you worked to address this issue previously? If so, what were the outcomes of these efforts? Please identify any current, past, and potential funders of this capacity building project, the amounts you have received or requested, and the status of the request.
- Identify key staff or board members who will be involved in the project. Briefly describe what skills and experiences they will bring to the project.
- Are there specific consultants or groups that the organization will collaborate with to address the identified capacity issue? What was the process and criteria for selection? If your project includes software, equipment, or other products, please describe the process and criteria for selection.
- Describe how evaluation results will be used for program planning—for both the organization and for others doing similar work.
- If there is additional information that is vital to convey in this proposal, do so here.

Please describe key outcomes.

- List at least three specific, measurable short-term outcomes.
- Describe your methodology for data collection and evaluation.
- What will be the long-term impact of this project? How will the project strengthen your organization, enable you to deliver programs or services more effectively, and better achieve the organization's mission? How does it further the goals in your strategic plan?

APPENDIX II ATTACHMENTS

- Current strategic plan for organization (if available)

OFFICERS' CERTIFICATE

The undersigned, duly authorized officers of _____,

Applicant for a discretionary grant from the Berger North Foundation as set forth on the attached application, hereby certify as follows:

1. Applicant is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code.
2. Applicant is not a "private foundation," as defined by Section 509(a) of the Internal Revenue Code.
3. Applicant will use any and all funds disbursed to it by the Berger North Foundation to accomplish one or more purposes described in Section 170(c)(2)(B) of the Internal Revenue Code.
4. Applicant will not use any of the funds disbursed to it by the Berger North Foundation:
 - (a) to carry on propaganda, or otherwise attempt to influence legislation;
 - (b) to influence the outcome of any specific public election;
 - (c) to carry on, directly or indirectly, any voter registration drive; or
 - (d) to award a grant to an individual for travel, study or other similar purposes, except in accordance with Section 4945(g) of the Internal Revenue Code.
5. Applicant is operated and organized so as not to discriminate in the hiring of staff or providing of services on the basis of race, sex, age, national origin or disabilities.

By: _____

Print: _____

Title: _____

Date: _____

Section IV organizational and/ or project budget attachment forms

As explained on page 5, if you already prepared organizational and/ or project budgets that contain the information requested in the provided budget forms, you may submit them in their original formats. These budget forms can serve as a guide. Attach a narrative explaining the budget, if necessary.

These forms are also available in Microsoft Word, Excel, & PDF format on the *Applicant Tools & Materials* page under the “GRANTS” button on Berger North Foundation’s website www.bergernorthfoundation.org or you may request the applicable budget form and format from your Berger North Foundation representative.

APPLICANT'S ORGANIZATIONAL BUDGET

Applicant Organization: _____

Grant Project Title: _____

	Last Fiscal Year Budget	Last Fiscal Year Actual	This Fiscal Years Budget	This Fiscal Year YTD	Next Fiscal Year*
DATES					
	Example: 1/1/2013-				
REVENUE					
Grants/Contracts					
Government					
Foundations					
Corporations					
UnitedWay					
Individual Donors					
Other					
Earned Revenue					
Events					
Publications & Prods					
Fees					
Membership					
In Kind					
Other (specify)					
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -

EXPENSES					
Salaries					
Payroll Taxes					
Fringe Benefits					
Consultants					
Travel					
Equipment					
Supplies					
Printing					
Telephone					
Postage					
Rent & Utilities					
Maintenance					
Technology					
Evaluation					
In-kind					
Other (specify)					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -

* Only required if application is submitted in last quarter of previous fiscal year

On a separate page, explain any variances of 10% or more between budget and actual.

PROJECT BUDGET

Applicant Organization: _____

Grant Project Title: _____

	Total Project Funding	Berger North Funding
REVENUES		
Grants/Contracts		
Government		
Foundations		
Corporations		
UnitedWay		
Individual Donors		
Other		
Earned Revenue		
Events		
Publications & Prods		
Fees		
Membership		
In Kind		
Other (specify)		
TOTAL REVENUES	\$ -	\$ -
EXPENSES		
Salaries		
Payroll Taxes		
Fringe Benefits		
Consultants		
Travel		
Equipment		
Supplies		
Printing		
Telephone		
Postage		
Rent & Utilities		
Maintenance		
Technology		
Evaluation		
In-kind		
Other (specify)		
TOTAL EXPENDITURES	\$ -	\$ -

MULTI YEAR PROJECT SUPPORT						
	Year One		Year Two (if applicable)		Year Three (if applicable)	
	Total	Berger North Funding	Total	Berger North Funding	Total	Berger North Funding
REVENUE						
Grants/Contracts						
Govt						
Foundations						
Corporations						
UnitedWay						
Individual Donors						
Other						
Earned Revenue						
Events						
Publications & Prods						
Fees						
Membership						
InKind						
Other: specify						
TOTAL	0	0	0	0	0	0
Expenses						
Salaries						
Payroll Taxes						
Fringe Benefits						
Consultants						
Travel						
Equipment						
Supplies						
Printing						
Telephone						
Postage						
Rent & Utilities						
Maintenance						
Technology						
Evaluation						
Inkind						
Other: specify:						
TOTAL	0	0	0	0	0	0