

## **BCF MINI-GRANT APPLICATION 2019 FACT SHEET**

- Applications will be accepted for programs that address an identified service gap as determined by a formal county-wide gap analysis.
- All mini-grant applications must include at least three (3) BCF Member organizations/businesses in good standing (membership dues paid and regular attendance at meetings). One member will be identified as the lead applicant. This must be a non-profit and this is the member responsible for fulfilling reporting requirements.
- Mini-grant timeline:
  - October 31, 2019- Applications are due via email to [bcfcoordinator@gmail.com](mailto:bcfcoordinator@gmail.com)
  - November 7, 2019- All applications will be reviewed by the BCF Executive committee to ensure compliance with eligibility criteria (i.e. all identified partners are members in good standing and the funding is not being requested for an ineligible purpose, which includes one-time or specific events, annual events, and general support of an existing program or event).
  - November 14, 2019- Applicants will be required to do a brief presentation about their application at the BCF meeting. Following the presentations, all BCF members in good standing will vote on the application they feel should be awarded.
  - December 12, 2019- Awardee will be announced at the BCF Merry Resource Fair in December.
  - January 1, 2020 to December 31, 2020- Timeframe for \$2,000 mini-grant to be used.
  - December 31, 2021- Last day for \$600 ancillary funds to be used.
- One (1) mini-grant will be awarded.
  - The award consists of \$2,000 cash to support the identified program, which must be spent during calendar year 2020.
  - The award also consists of \$600 in ancillary funds to be used for grant writing and/or marketing services or supplies that will support the development of the program/service. These funds must be used by the end of 2021 and require pre-approval from the Executive Committee. The grantee should submit a request via email to the BCF Treasurer, **Jan Rogers**, which details what they want to use the funds for and the total cost. Once approval is given, the grantee can purchase the service/materials and then invoice the BCF for reimbursement of the costs. The invoice must include verification of the expense.