

OUTLINE OF BCFF WRITTEN GRANT REQUEST REQUIREMENTS

Grant requests must be submitted in writing via mail. A complete electronic copy of your grant request on a CD or thumb drive must accompany your hard copy. Grant requests will not be returned to the applicants. You may send your grant requests to:

Baycross Christian Family Foundation

3293 Fruitville Road Unit 101

Sarasota, FL 34237

Your grant requests should include the following:

1. Complete contact information and FEIN of the tax-exempt organization which will be the recipient of the grant, as well as the complete contact information of and position of the individual signing the grant request on behalf of the organization.
2. A detailed explanation of the program and its operations.
3. The amount requested, and a comprehensive statement of why the grant is needed and what will be done with the money. In describing why the grant is needed, please include current statistics as to the specific need and the target group that the funding is intended to help. For example, if the grant is for a program that assists homeless families to get into permanent housing, you should provide current statistics for the number of homeless families in the reach of the program; how the funding will make an impact on that target group; how many families will be served with the funding.
4. A detailed explanation of how you measure the success of your program. Your answer should also describe the specific goals you expect to accomplish with the grant funds.
5. A detailed explanation of why your program is meaningful and beneficial to the community.
6. A detailed budget of the program or need, showing how the requested funds from BCFF would be spent. Your answer should include a chart showing: Line Item, Total Project, and BCFF funds. Your answer should also include a list of other funders you are approaching for this project, the length of time that the BCFF funds will be needed, and how the project will be financed after the funds from BCFF are expended.
7. A statement that you have read and reviewed the BCFF General Terms and Conditions and that you will satisfy the reporting requirements contained therein.
8. A copy of your 501(c)(3) Certificate of Exemption and a statement signed by you that your organization's tax exempt status under IRS Code 501(c)(3) has not been revoked or modified.
9. A copy of your agency's latest annual IRS Form 990 and Audit, if such audits are available. Provide the most recent quarterly or monthly management financial report as well, if the annual statement is more than three months old.