

Instructions For BBSU Grant Application

Mail Grant Applications to:

Fred Drauschke Telephone: (781) 662-6262
Chairman Committee on Christian Work
179 Green Street #2
Melrose, MA 02176-1922

1. This Committee is responsible for making grants that reflect the spirit and the letter of certain wills. We are the stewards of God and these men. The proceeds of the funds, while generous, do not always provide sufficient resources to meet the ever growing needs and consequent requests. In order to be good stewards of the monies we do have, and in fairness to all, we seek to operate under a few simple guidelines. Although these are guides and not rules, your cooperation will be a consideration.

- 1) Submissions for less than \$1,000. may respond to #1, 5 & 9, other #s are optional but will be noted if answered. **PART 1 is for all applicants.**
- 2) Grants are provided for a single fiscal year (April 1 to March 31). All grants must be **requested annually.**
- 3) Requests for grants are to be **received by the 15th of February** which precedes the fiscal year. Later requests may be considered if there are funds remaining for distribution.
- 4) Sixteen (16) copies of the request with supporting papers should be furnished.
- 5) **Regular reports** on the work being supported by the requested grant are expected from recipients. The schedule for reports will be stated in the letter confirming the grant.
- 6) Recipients grant Committee members permission to view the work being supported by this grant. In addition the Committee, in whole or in part, may request a meeting with the contact person at a mutually agreeable time.
- 7) All correspondence should be addressed to the Chairman unless otherwise directed.

BBSU Grant Application Part 1
REQUEST FOR A GRANT

Date Submitted: ___ ___ / ___ ___ / ___ ___ ___
Month / Day / Year

Sponsor:

Address:

City: State: ZIP:

What group will conduct the project?

Tax Identification Number: (TIN/SSN):

1 Contact Name:

2 Contact Telephone:

3 Email address (*if available*)

4 Web Site (*if available*)

5 Subsidiary organizations must have the official approval of the parent organization sponsor. **Every** request must be signed here by the Pastor or Chief Presiding Officer of the parent organization sponsor.

6 /s/ _____

7 Title: _____

8 Print Name: _____

Application Part 2

- 1) Describe the proposed or existing mission for which funds are being requested, its purpose, and specific steps to be taken to accomplish the stated ends, together with projected time frames. Existing programs should include an evaluation of the prior year's activities and proposed modifications, if any.

- 2) If a **continuing** program, how many persons were served this past year, in what geographical areas, cultural groups, and age groups. What growth do you expect?

- 3) If a **new** project, how many do you anticipate will be served, in what geographical areas, what cultural groups, and what age groups.

- 4) Submit financial reports for the past year. The reports should include a comprehensive Balance Sheet showing Reserve and Capital Funds.

- 5) Submit the Budget covering the year the grant will be used.

- 6) List by title and name the officers and administrators and the total payroll, stipends and allowances for this group. For all other participants, furnish the total payroll, stipends and allowances.

- 7) How much "sweat equity" and what extra gifts do you anticipate may be contributed by volunteers? Total hours per week _____ for _____ weeks = _____ hours per year. Total \$ _____ for the year _____ .

- 8) Specify from what other sources you are requesting funds. What commitments do you already have and in what amounts?

- 9) The amount requested from the Boston Baptist Social Union for one year from April 1 to March 31 is \$ _____ .
- 10) If we are able to provide financial assistance for only this year, what do you foresee will occur? When can this program become self-supporting? Do you anticipate applying to us next year?

*This form may be reproduced.
Responses on extra pages should note the item number of the paragraph to
which they refer.*

-- Revised November 2008 --