



ABSR

COMMUNITY FOUNDATION

BUILDING COMMUNITY TOGETHER

GRANTMAKING GUIDELINES and APPLICATION

A guide for seeking grant funding from the

ABSR COMMUNITY FOUNDATION

MISSION

The **ABSR Community Foundation** is dedicated to promoting the well-being of the community of Beverly Shores, Indiana by making strategic investments in ideas, organizations, and the community.

The **ABSR Community Foundation**, a 501(c)(3) organization, accomplishes its mission by applying donations and grants received toward community-building activities. **The ABSR Community Foundation** awards grants to initiatives that contribute positively to the sense of community among residents in Beverly Shores, Indiana.

ELIGIBILITY

Any 501(c)(3), 501(c)(4) or government entities organized in or for Beverly Shores, Indiana may apply to **ABSR Community Foundation** for funding of specifically defined projects. While grants to religious organizations are considered, sectarian religious programs are not eligible. Further, we do not make grants to individuals, or to cover deficits or other previously incurred obligations.

GRANT MAKING CRITERIA

ABSR Community Foundation grant decisions are determined by many factors, including the quality of the proposed initiative, the applicant organization's capacity to implement the initiative, the potential impact of the initiative, its sustainability and congruence with the Foundation's mission and funding capabilities.

APPLYING TO THE FOUNDATION

Please complete the attached **ABSR Community Foundation Grant Application** including all available detail. As projects are considered for funding, additional information may be requested. There are no restrictions on the size of grant requested; however, the amount of funding should be in scale with the size of your organization's budget.

Please send Grant Application and any supporting documents to:

By mail

ABSR Community Foundation
PO Box 825
Beverly Shores, IN 46301

By email

absrcf@gmail.com

ABSR Community Foundation Grant Application

Date submitted _____

Submitted by:

Organization _____

Contact Name _____

Address _____

Phone _____

Email _____

What is the need that this project addresses? _____

Describe the project for which funding is requested (include a statement of the project's objectives) _____

Funds requested \$ _____ Matching funds \$ _____

Will the project occur on or involve only property owned by applicant organization? If not, describe the permissions granted or involvement of ownership in the project. _____

Describe the expected impact of the project on the Beverly Shores community.

Explain your organization's implementation plan --- indicate who will do what and when. _____

Will the project require ongoing maintenance, improvements or other costs? If yes, how will your organization provide funding? _____

How will you measure successful completion of the project? _____

Please attach a budget for the project, containing all available detail both in terms of dollars and time needed for completion, proposed beginning and ending dates.

Also attach any supporting documents, e.g., letters of support, evidence of applicant organization's accomplishments and effectiveness, or other materials you believe will be helpful to the ABSR Community Foundation in reviewing your proposal.

Best way to contact you if more information is needed (phone/email, daytime or evening) _____

Signed (Name and Title)

Name of Organization: _____

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

ORGANIZATION BUDGET

	BUDGET FOR YEAR 20 ____	YEAR-TO-DATE Through _____
<u>Revenue/Support</u>		
Corporate grants	\$ _____	\$ _____
Foundation grants	\$ _____	\$ _____
Government grants	\$ _____	\$ _____
Contributions	\$ _____	\$ _____
Membership dues	\$ _____	\$ _____
Special events/fundraisers	\$ _____	\$ _____
Sponsorships	\$ _____	\$ _____
Sales, rent	\$ _____	\$ _____
Endowment funds	\$ _____	\$ _____
Non-endowment investment income	\$ _____	\$ _____
Other (if more than 20% of total revenue, describe in narrative)	\$ _____	\$ _____
Total Revenue/Support	\$ _____	\$ _____
<u>Expense</u>		
Payroll expense	\$ _____	\$ _____
Affiliated orgs. or contracts (describe in narrative)	\$ _____	\$ _____
Professional fees	\$ _____	\$ _____
Equipment, supplies, materials	\$ _____	\$ _____
Office expense, utilities	\$ _____	\$ _____
Postage and mailing	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Other (if more than 20% of total expense, describe in narrative)	\$ _____	\$ _____
Total Expense	\$ _____	\$ _____
Total Revenue less Expense	\$ _____	\$ _____

Name of Project: _____

Project Time Period (*mm/dd/yy to mm/dd/yy*): _____

Estimated time for completion:

Description	Time to complete
Phase 1: _____	_____
Phase 2: _____	_____
Phase 3: _____	_____
Phase 4: _____	_____
Total time for completion	_____

PROJECT BUDGET

Revenue/Support

Corporate grants	\$ _____
Foundation grants	\$ _____
Government grants	\$ _____
Contributions	\$ _____
Special events/fundraisers	\$ _____
Sponsorships	\$ _____
Sales, rent	\$ _____
Endowment funds	\$ _____
Non-endowment investment income	\$ _____
Other (if more than 20% of total revenue, describe in narrative)	\$ _____
Total Revenue/Support	\$ _____

Expense

Payroll expense	\$ _____
Affiliated orgs. or contracts (describe in narrative)	\$ _____
Professional fees	\$ _____
Equipment, supplies, materials	\$ _____
Office expense, utilities	\$ _____
Postage and mailing	\$ _____
Insurance	\$ _____
Other (if more than 20% of total expense, describe in narrative)	\$ _____
Total Expense	\$ _____
Total Revenue less Expense	\$ _____