



THE GEORGE AND FRANCES BALL FOUNDATION

General Grant Request Guidelines

Purposes and Policies:

The George and Frances Ball Foundation was founded in 1937 as a private foundation “organized exclusively to promote charitable, scientific and educational purposes.” The Foundation has a strong commitment to the needs of East Central Indiana. Support beyond the East Central Indiana region has largely been limited to institutions of higher education. In fact, grants to educational institutions have comprised a large portion of the Foundation's contributions over the past 82 years.

When considering grant requests, the Foundation’s Board of Directors remains dedicated to the spirit and the donor intent of the G.A. Ball family. Thus, the Foundation has historically provided grants to and partners with organizations in the following categories:

Education and Youth
Civic Enhancement
Nature and Historic Preservation
Wrap-Around Services
Arts and Culture

Grants are awarded only to organizations and institutions that have received 501(c)(3) designations by the Internal Revenue Service. While not a requirement, the Foundation looks with favor on grant applications which propose leveraging the requested funds with those of other funding sources or matching funds.

The Foundation will generally not consider requests:

- From individuals
- For support of sectarian religious activities
- Representing new grants to be awarded for regular operational expenses
- For grants that make-up for a shortfall in an organization’s fundraising

Grant Application Procedures:

A grant proposal submitted to the Foundation should:

- Not exceed 5 pages, excluding necessary attachments such as a cover letter, budget sheet and budget narrative.
- Include a cover letter that briefly states the general purpose of the request and the exact amount being requested. The cover letter should be signed by the person submitting the request and include the name of the executive director of the organization if the request is not made by that person.
- Avoid or define terminology or acronyms that may be unfamiliar to the reviewer.
- Include only attachments that are directly related to the request.
- Include a budget worksheet and narrative for the project or program that the requested funds would support that also demonstrates specifically how funds from this Foundation, if granted, will be used.
- Include an annual budget worksheet and, if applicable, an accompanying narrative. (OPTIONAL)
- Include a list of current board members, the latest annual report, and an IRS not-for-profit determination letter.

The narrative format should include the following headings (Please type the heading—i.e., NAME OF ORGANIZATION—followed by a response when writing the proposal):

1. NAME OF ORGANIZATION
2. AMOUNT OF GRANT REQUESTED
3. TIMETABLE - Time period required for the implementation and execution of the project or program to be funded by the request, including specific beginning and ending dates for the funding period covered by the request
4. GOALS AND OBJECTIVES FOR THE PROJECT OR PROGRAM - For the project or program to be funded
5. GOALS AND OBJECTIVES OF THE ORGANIZATION - As they relate to this request
6. IMPLEMENTATION PLAN - For the project or program to be funded
7. MEASURABLE OUTCOMES - To be used to determine whether or not the project or program has been successful
8. BENEFICIARY INFORMATION - Number and description of individuals to be served and a description of the geographical area to be served by this request
9. PRINCIPAL FUNDERS - As they are involved in the support of this request specifically, please list them along with the approximate level of their support
10. ORGANIZATIONAL CAPACITY - Describe the organization's ability to implement and execute the project or program to be funded by the request

Should this request be approved by our Board, a final post grant report regarding the use of awarded grant funds is required and should:

- Not exceed one page in length.
- Be submitted no later than one year after the grant funds are issued, or immediately following the end of the funding period for the grant as described in the original request's Timetable section.
- Include a narrative that assesses the degree to which the anticipated outcomes previously identified for the project or program were achieved.
- Include final accounting of expended funds, i.e., how much was used, for what purpose, and when.
- Include photograph attachments (OPTIONAL).

Instructions for Submitting an Application:

All grant requests must be submitted by 5 p.m. on the day of the submission deadline.

Only one copy of the application is required. Please submit this copy through the Apply Now page on the Foundation's website. Should you require further assistance, please submit an inquiry form on the Contact page on the Foundation's website and a member of our program staff will be in contact within 2 business days.

Board meeting dates and grant deadline dates for **2019** are as follows:

<u>MEETING DATE</u>	<u>GRANT SUBMISSION DEADLINE</u>
March 8, 2019	February 8, 2019
June 13, 2019	May 13, 2019
October 17, 2019	September 17, 2019
December 13, 2019	November 13, 2019

Applicants should anticipate communication from the Foundation within 6-8 weeks following the grant submission deadline.

It is encouraged for applicants to schedule a meeting to discuss their request prior to submitting an application. To schedule this meeting, please call the Foundation at the number provided on the Contact page on the Foundation's website.

Please note that applicants who have previously received a grant from the George and Frances Ball Foundation are **not eligible** to submit a new grant request until the final report has been submitted to the Foundation from the previous grant. To submit an intermediary or final post grant report, please visit the Grantees→Submit Post Grant Report page on the Foundation's website.