



Dear Grant Applicant,

The attached grant application and checklist is provided to help you prepare grants to the Big Cedar Education Foundation in accordance with our policies.

All grant requests received over \$999 are reviewed by our Board of Directors on a Quarterly basis in March, June, September and December. You will be notified of the Board's decision in writing after the meeting in which your completed form has been accepted for submission by the Grant Committee. Grants under \$1,000 may be referred to the Grant Committee or approved by the President subject to the Foundation policies and the budget allocations available for direct approval by the President.

In an effort to focus your activities on the charitable purposes of your organization Big Cedar Education Foundation has adopted a tiered paperwork requirement as outlined below based on grant size.

Grants up to \$999 – Section I, II and IV

Grants \$1,000 and up – Section I, II, III and IV

Section IV Requirements:

Grants up to \$999 – Item 7 and 9

Grants between \$1,000 and \$3,000 – Items 6, 7, 8 and 10 (1b, if the request is a program grant)

Grants between \$3,001 - \$9,999 – Items 1, 2, 6, 7, 8, 9, 10, 11

Grants \$10,000 and over – All items are required

Mission: To empower children through learning.

Eligible Grantees:

The Foundation operates exclusively for the benefit of, and to promote the charitable and educational purposes of, educational organizations, including secondary schools, elementary schools, and other organizations which are described in IRC Section 501(c)(3) which espouse an educational intent or program. The Foundation's activities include making grants to the charities it supports and providing services to those organizations. The Foundation only supports charities that are organized in the United States. The Foundation does not support individuals, and does not fund capital campaigns, endowments, scholarships or fellowships, debt reduction or cash reserves, building construction or renovation, and certain indirect costs.



Grant Application CHECKLIST

The Big Cedar Education Foundation (Foundation) Grant Application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

Section I: Cover Letter (one page)

Include the purpose of the grant request and a brief description of how the request fits with the Foundation mission and grant making priorities.

Section II: Summary Sheet Form

Use the template provided.

Section III: Narrative

Formatting: Use 12-point font with 1-inch margins and include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions.

Page Limit:

General Operating Requests: 4-page limit; answer questions 1-3; 5(a), 5(b), 5(c); and 6-11.

Program or Project Requests: 5-page limit; answer questions 1-4; 5(a), 5(b), 5(d); and 6-11.

Narrative Questions

- 1. Organization Background
- 2. Goals
- 3. Current Programs
- 4. Program or Project Requests Only
- 5. Evaluation
- 6. Collaboration
- 7. Inclusiveness
- 8. Board/Governance
- 9. Volunteers
- 10. Planning
- 11. Optional

Section IV: Attachments

If you omit any of the required attachments, provide an explanation as to why.

Requirements:

Grants up to \$999 – Item 7 and 9

Grants up to \$3,000 – Items 6, 7, 8 and 10

Grants over \$3,000 - \$10,000 – Items 1, 2, 6, 7, 8, 9, 10, 11

Grants over \$10,000 – All items are required

Financial Attachments

- 1(a). Organization budget
- 1(b). Program or project budget, if applicable
- 2. Current (year-to-date) financial statements
- 3. Year-end financial statements, audit, and Sources of Income Table
- 4. Major contributors
- 5. In-kind contributions
- Explanation of items in financial attachments, if applicable

Other Attachments

- 6. Board of directors list
- 7. Proof of IRS federal tax-exempt status, dated within the last five years
- 8. Anti-discrimination statement adopted by the board of directors
- 9. Key staff
- 10. Annual report, if available
- 11. Evaluation results (optional): Provide the organization's most recent evaluation results, relevant to this request.

Thank you for your time and effort in completing this application.