



GEORGE AND FRANCES BALL FOUNDATION

222 SOUTH MULBERRY STREET, P.O. BOX 1408, MUNCIE, INDIANA 47308 765/741-5500

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, but has supported and continues to be interested in a variety of organizations and institutions in other regions, both in Indiana and other states. Support beyond east central Indiana regions has largely been limited to institutions of higher education. Grants to educational institutions, in fact, comprise a large part of all Foundation contributions over the years.

When considering grant requests, the Foundation’s Board remains dedicated to the spirit of its founders. Thus, the Foundation has historically provided grants in the following broad categories:

Education	Health and Human Services
Civic and Community Programs	Arts and Culture
Environmental/Conservation	

Grants are awarded only to organizations and institutions which have received 501(c)(3) designations by the Internal Revenue Service. The Foundation will not consider requests for support from individuals, nor will it consider requests for support of sectarian religious activities. Only in exceptional cases will new grants be awarded for regular operational expenses. Similarly, grants to make up for a shortfall in an organization’s fund drive will ordinarily not be considered. 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.

Grant Application Procedures:

A grant proposal submitted to the Foundation should:

1. not exceed 5 pages (excluding necessary attachments such as a cover letter, budget sheet and budget narrative).
2. include a cover letter that briefly states the general purpose for 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.
3. avoid or define terminology or acronyms that may be unfamiliar to the reviewer.
4. include only attachments that are directly related to the request.
5. include a budget worksheet for the project or program to be supported and, if applicable, a second budget worksheet or budget narrative that demonstrates specifically how funds from this Foundation, if granted, will be used.
6. 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 to be funded
5. GOALS AND OBJECTIVES OF THE ORGANIZATION related 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 program or project 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 involved in the support of this request – 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

A final report regarding the use of awarded grant funds is required and should include the following:

1. The report should be one page in length and should be submitted no later than one year after grant funds are issued or immediately following the ending of the funding period for the grant.
2. A narrative report that assesses the degree to which the anticipated outcomes previously identified for the project or program were achieved.
3. A final accounting of expended funds (i.e., how much was used, for what purpose, and when).

INSTRUCTIONS FOR SUBMITTING GRANT REQUESTS:

All grant requests need to be submitted no later than four (4) weeks prior to a board meeting.

Two (2) copies of grant requests are required:

1. One copy to be submitted in electronic format via e-mail.
2. One printed copy either mailed or delivered in person to our office.

Please direct all grant requests to:

E-mail: shannon@ballassociates.org

Mail: Shannon Cline, Executive Assistant
George and Frances Ball Foundation
222 S. Mulberry Street
P.O. Box 1408
Muncie, IN 47308

Board meeting dates and grant deadline dates for **2018** are as follows:

<u>MEETING DATE</u>	<u>GRANT SUBMISSION DEADLINE</u>
March 9, 2018	February 9, 2018
June 13, 2018	May 8, 2018
September 10, 2018	August 13, 2018
December 10, 2018	November 12, 2018

Updated: December 2017